

**CGU Stella for Staff 2024**  
*Professional Mobility Programme for Services Staff*

**PLACEMENT OFFER INTECO1**

**INFORMATION OF THE HOST UNIVERSITY**

<b>Name of institution</b>	Technological Institute of Santo Domingo.
<b>Address</b>	Avenida de Los Próceres #49, Los Jardines del Norte 10602, Santo Domingo, Dominican Republic • Postal code 342-9 y 249-2.
<b>Telephone</b>	+1 809 567 9271 EXT 750, 422, 359.
<b>Web</b>	<a href="http://www.intec.edu.do">www.intec.edu.do</a> .
<b>Short description</b>	The Instituto Tecnológico de Santo Domingo - INTEC (INTEC University) is a private university, providing a public, not-for-profit service, and was founded in 1972. INTEC'S curriculum offers a lot of diversity: Engineering, Business, Health, Basic Sciences, Humanities and Social Studies.

**INFORMATION OF THE PLACEMENT OFFER**

<b>Department</b>	Institutional Mobility Office.
<b>Description of activities</b>	<ul style="list-style-type: none"> <li>• Get to know the procedure regarding assistance to students, academic and non-academic staff that request information regarding how to do mobility (incoming and outgoing).</li> <li>• Learn good practices of the institutional mobility office and propose improvement ideas for the office.</li> <li>• Assist in the records and database updates regarding mobility request, successful candidates, contact points, and others.</li> <li>• Support in the design and logistic of the international staff week and the intercultural week.</li> <li>• Assist in the welcoming of students and staff.</li> <li>• Assist in the promotion of student mobility programs inside the university.</li> <li>• Promote the sending institution at INTEC.</li> <li>• Support the design and dissemination of informative and promotional material for international education projects and/or programs.</li> </ul>
<b>Working languages</b>	Spanish and English.
<b>Working place</b>	Erasmus and Institutional Mobility Office.
<b>Mobility period</b>	To be agreed with the candidate.
<b>Length</b>	7 working days.
<b>Daily working hours</b>	5 hours.
<b>Supplementary contribution</b>	Transportation from Santo Domingo International Airport (AILA) SDQ to the accommodation.
<b>No. of placements</b>	3.

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**CURRICULAR PROFILE OF THE CANDIDATE**

<b>Academic title</b>	Degree.
<b>Required experience</b>	Preferred International Relations, exchange program Office experience at the home institution.
<b>Required skills</b>	<ul style="list-style-type: none"><li>• Office packaged (medium or advanced level).</li><li>• Writing skills.</li><li>• Creative.</li><li>• Organization.</li><li>• Fluent communication.</li><li>• Adaptability. Flexibility.</li><li>• Team working.</li></ul>