

CGU Stella for Staff 2024
Professional Mobility Programme for Services Staff

PLACEMENT OFFER UDEM01

INFORMATION OF THE HOST UNIVERSITY

Name of institution	University of Monterrey.
Address	Av. Ignacio Morones Prieto #4500 Pte., 66238, San Pedro Garza García, N.L. (Mexico).
Telephone	+52(81)8215 1000.
Web	www.udem.edu.mx .
Short description	Universidad de Monterrey, also known as UDEM, is a non-profit private university of catholic inspiration. It is located in Monterrey, Nuevo Leon, one of the 3 most prominent cities in Mexico. It offers personalized, high quality education of academic excellence and humanistic essence in a transformative environment.

INFORMATION OF THE PLACEMENT OFFER

Department	International Programs Office.
Description of activities	Contribute to the International Programs office activities in general like: <ul style="list-style-type: none"> • Helping with the organization and follow up of upcoming agreements that might be in process with the institution. • Getting to know the process that the Study Abroad department takes into consideration to help students find the perfect match to study abroad. • Participating in the buddy program held for international exchange students. • Getting to know the department of International students and help in any activity inside the campus that might take place during their visit. • Get to know a little bit about the Internationalization at Home department and the COIL program.
Working languages	Spanish and/or English.
Working place	International Programs Office.
Mobility period	To be agreed with the candidate.
Length	7 working days.
Daily working hours	4-6 hours.
No. of placements	1.

CURRICULAR PROFILE OF THE CANDIDATE

Academic title	Degree.
Required experience	Any experience related to PR Office or International cooperation.

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Required skills

Teamwork, adaptability, patience, good communication, initiative, creative.