

CGU Stella for Staff 2024
Professional Mobility Programme for Services Staff

PLACEMENT OFFER UJI03

INFORMATION OF THE HOST UNIVERSITY

Name of institution	Jaume I University.
Address	Avda. Vicente Sos Baynat s/n 12071 Castelló (Spain).
Telephone	+34 964728000.
Web	www.uji.es .
Short description	The University Jaume I of Castelló (UJI) is the public university of the north of the Valencian Community, a territory of the European Mediterranean coast located between the cities of Valencia and Barcelona, well connected to Madrid. Created in 1991, the UJI has positioned itself as a university of proximity, characterized by personalized treatment, the agility of administrative procedures and a significant level of participation of its members in university life.

INFORMATION OF THE PLACEMENT OFFER

Department	International Relations Office.
Description of activities	<ul style="list-style-type: none"> • Diffusion of international and national mobility programs for students (between November and March). • Academic and administrative management of international and national mobility programs for students (all year round). • Diffusion and management of international mobility programs for teachers and for administration and services personnel. • Obtain and integrate incoming student and staff (September-October and January-February mainly). • Management of mobility agreements (until November). • Internationalization journeys (November-December). • Program of courses tailor-made (throughout the year, according to demand). • Attention to the public and reception of incoming staff (all year).
Working languages	English, Spanish, Catalanian.
Working place	International Relations Office.
Mobility period	To be agreed with the candidate.
Length	7 working days.
Daily working hours	9:00 – 14:00.
No. of placements	1.

CURRICULAR PROFILE OF THE CANDIDATE

Academic title	Diploma, Degree.
-----------------------	------------------

CGU Stella for Staff 2024
Professional Mobility Programme for Services Staff

PLACEMENT OFFER UJIO3

Required experience	Being working in an International relations office or similar service of a university as student advisor or as exchange programs manager more than 2 years.
Required skills	<ul style="list-style-type: none">• Teamwork.• Communication skills.• B2 English level.• B2 Spanish level.• Microsoft office tools.