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:
- 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, Catalan.
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.
**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**
- Teamwork.
- Communication skills.
- B2 English level.
- B2 Spanish level.
- Microsoft office tools.