

CGU Stella for Staff 2024
Professional Mobility Programme for Services Staff

PLACEMENT OFFER UPCT01

INFORMATION OF THE HOST UNIVERSITY

Name of institution	Technical University of Cartagena.
Address	Plaza del Cronista Isidoro Valverde Edif. La Milagrosa 30202 Cartagena - Murcia, (Spain).
Telephone	34 968325684.
Web	www.upct.es .
Short description	The UPCT is a public institution, established in 1998 and as such is the youngest Technical University in Spain. It is comprised of 7 Schools of Engineering, Business and Architecture and offers several Master and PhD Programmes.

INFORMATION OF THE PLACEMENT OFFER

Department	Communication Office.
Description of activities	<ul style="list-style-type: none"> Assisting and making improvements on the corporate website, sharing news and general administrative support (use of e-mail and telephone). Oral and written communication principally in Spanish, but also in English. Assistance in the organization of international events.
Working languages	Spanish and English.
Working place	Plaza Cronista Isidoro Valverde S/N 30202 Cartagena Edificio "La milagrosa" UPCT.
Mobility period	To be agreed with the candidate.
Length	7 working days.
Daily working hours	5 hours (from 9.00 to 14.00).
No. of placements	1.

CURRICULAR PROFILE OF THE CANDIDATE

Academic title	Diploma, Master, Postgraduate degree.
Required experience	<ul style="list-style-type: none"> Any relevant discipline (Marketing, Communication and Translation and Interpretation/Language degrees are considered an advantage). Interested in communication, social media, community management, mass media, translation, and good with languages.
Required skills	<ul style="list-style-type: none"> Communication skills. Flexibility in approach to work. Capability of working in an international environment.

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	<ul style="list-style-type: none">• Ability and willingness to train in basic computing (Word, Excel, Access, PowerPoint).• Knowledge of English and Spanish.
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