

CGU Stella for Staff 2024
Professional Mobility Programme for Services Staff

PLACEMENT OFFER US01

INFORMATION OF THE HOST UNIVERSITY

Name of institution	University of Seville.
Address	C/ San Fernando, 4. 41004 Seville, Spain.
Telephone	+34 954556386.
Web	www.us.es .
Short description	The University of Seville is a public law institution, founded in 1505, and the second largest in number of Spanish university students, by ITS. Its academic offer includes more than 78 degrees in the areas of bio sanitary, scientific, technological, humanistic and social studies; 86 official and 150 non-official Master's Programs, and Expert and Advanced Training Courses approved by Universidad de Sevilla. In addition to this educational offer, the University maintains exchanges and academic partnerships with 850 institutions around the world. More than 2000 incoming and outgoing exchange students are monitored each year.

INFORMATION OF THE PLACEMENT OFFER

Department	International Mobility Office.
Description of activities	<ul style="list-style-type: none"> • Collaboration in reception duties of foreign students/staff. • Support to students outgoing in order to study abroad. • Support in collecting documentation from incoming and outgoing students. • Consult databases of partner universities to search for information.
Working languages	Spanish, English.
Working place	US International Center.
Mobility period	Within the indicated period. 07-20 July 2024.
Length	10 working days.
Daily working hours	09:00h. - 14:00h.
Accommodation	Free accommodation for 13 days.
Supplementary contribution	Free meals and 200€. This amount is subject to withholding taxes in accordance with Spanish Law.
No. of placements	1.

CURRICULAR PROFILE OF THE CANDIDATE

Academic title	Degree, Master.
Required experience	<ul style="list-style-type: none"> • Be working in a position with tasks related to international mobility. • Database management.

CGU Stella for Staff 2024
Professional Mobility Programme for Services Staff

PLACEMENT OFFER US01

	<ul style="list-style-type: none">• Web application management.
Required skills	<ul style="list-style-type: none">• Good level in English.• Knowledge and/or experience in the International Relations field.