

CGU Stella for Staff 2024
Professional Mobility Programme for Services Staff

PLACEMENT OFFER UVMX01

INFORMATION OF THE HOST UNIVERSITY

Name of institution	University of Veracruz.
Address	Lomas del estadio s/n, Edificio «A», 3.er piso, Centro, C.P. 91000 Xalapa, Veracruz, México.
Telephone	(228) 842-17-00, (228) 842-27-00.
Web	https://www.uv.mx . https://www.uv.mx/en .
Short description	Universidad Veracruzana (UV) is one of the largest public universities in Mexico. It is distributed throughout the state of Veracruz in 5 regional campuses, offering graduate and undergraduate degree programs to over 70,000 students in the academic areas of Arts, Biological and Agricultural Sciences, Health Sciences, Economics and Business Studies, Humanities, and Technical Sciences and Engineering. The university community works closely with public and productive sectors and carries out outreach work in disadvantaged communities throughout the state.

INFORMATION OF THE PLACEMENT OFFER

Department	UV Mobility programme (PROMUV). School for Foreign Students. Directorate-General for International Relations.
Description of activities	<ul style="list-style-type: none"> • Prepare reports and administrative documents detailing the activities carried out during the stay. • Participate in promotional events and academic, cultural, or artistic activities of internationalization within the host institution. • Support in creating multimedia information material for social networks and official digital media of the host institution. • Promote student and academic exchange programs between the home and host institutions. • Participate in committees and working groups related to internationalization within the host institution. • Observe and participate in meetings of the host institution's administrative staff.
Working languages	Spanish - English.
Working place	International Affairs Office (DGRI).
Mobility period	To be agreed with the candidate.
Length	15 working days.

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Daily working hours	8 hours.
No. of placements	1.
CURRICULAR PROFILE OF THE CANDIDATE	
Academic title	Degree.
Required experience	<ul style="list-style-type: none"> • At least 5 years of professional experience, with a proven track record in international education. • Design and implementation of innovative strategies aimed at facilitating the effective integration of international students. Promoting a successful and rewarding educational experience for students from diverse cultures. • Demonstrated experience in devising, implementing and refining strategies, processes and programmes dedicated to fostering collaboration between national and international academic institutions. • Proficiency in digital tools for the effective implementation of academic and administrative activities. • Demonstrated ability to leverage technology to improve communication, engagement and overall efficiency in the educational environment. • Exemplary skills in administrative information management, ensuring accurate and streamlined processes that contribute to the smooth running of academic operations. • Extensive experience in providing support to international academic events, expert in managing virtual and face-to-face meetings. Proven ability to successfully organise events that promote intercultural dialogue and academic excellence on a global scale.
Required skills	<ul style="list-style-type: none"> • Advanced intermediate knowledge of Spanish (B2 or higher). • Advanced intermediate knowledge of English (B2 or higher). • Intermediate or advanced digital skills. • Use and mastery on media communication software (email, social media, educational platforms, zoom etc.). • Knowledge in the area of international education and intercultural teaching. • Advanced skills in the use of digital tools and administrative software.

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	<ul style="list-style-type: none">• Ability to manage and feed information management systems of academic entities.• Knowledge in the use of multimedia software for the creation of promotional materials for academic events.• Preparation of reports, presentations and surveys for senior academic management.• Effective resolution of problems related to international collaboration.• Collaboration with internal and external administrative departments.• Intercultural skills for working in multicultural environments.
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