

CGU Stella for Staff 2024
Professional Mobility Programme for Services Staff

PLACEMENT OFFER INTEC03

INFORMATION OF THE HOST UNIVERSITY

Name of institution	Technological Institute of Santo Domingo.
Address	Av. Los Proceres 49, Los Jardines del Norte, Santo Domingo. Dominican Republic.
Telephone	18095679271 ext 750.
Web	https://www.intec.edu.do .
Short description	The Instituto Tecnológico de Santo Domingo - INTEC (INTEC University) is a private university, providing a public, not-for-profit service, and was founded in 1972. INTEC'S curriculum offers a lot of diversity: Engineering, Business, Health, Basic Sciences, Humanities and Social Studies.

INFORMATION OF THE PLACEMENT OFFER

Department	Direction of Continuing Education
Description of activities	<ol style="list-style-type: none"> 1. Acquiring knowledge about of the Continuing Education Department at INTEC. <ol style="list-style-type: none"> a. Get to know the available offer of programs available to the public. b. Get familiar with the marketing strategies used by this department. c. Get to know the process for hiring teachers. d. Evaluate the process and procedure to implement a program. e. Evaluate the direction's interaction with deans, professors and faculty. 2. Share/exchange best practices from the visiting university.
Working languages	English/Spanish
Working place	Direction of Continuing Education
Mobility period	To be agreed with the candidate.
Length	7 working days.
Daily working hours	4 hours per day.
Supplementary contribution	Airport transportation from Santo Domingo airport to the accommodation.
No. of placements	1.

CURRICULAR PROFILE OF THE CANDIDATE

Academic title	Degree
Required experience	University services in general. Preferably previous knowledge of executive and continuing education programs.
Required skills	Knowledge of technological tools and digital advertising. At least one year experience in a service department at the visiting university. Demonstrating work experience with alumni is a plus.