

**CGU Stella for Staff 2024**  
*Professional Mobility Programme for Services Staff*

**PLACEMENT OFFER UVIG001**

**INFORMATION OF THE HOST UNIVERSITY**

<b>Name of institution</b>	University of Vigo.
<b>Address</b>	Campus Universitario, Vigo - Spain.
<b>Telephone</b>	+34986813587
<b>Web</b>	<a href="https://www.uvigo.gal/en">https://www.uvigo.gal/en</a> .
<b>Short description</b>	The Universidade de Vigo is a young and dynamic institution with more than 30 centers for training and research, as well as facilities for sports and leisure, and a continuous cultural program. It offers a wide range of training programs in the three specialized and innovative campuses in the cities of Ourense, Pontevedra and Vigo. Our Campus of International Excellence, Campus do Mar, forms a crossborder network of research and knowledge with the sea as a driving force.

**INFORMATION OF THE PLACEMENT OFFER**

<b>Department</b>	International Relations Office (IRO)
<b>Description of activities</b>	Job shadowing in the following areas: <ol style="list-style-type: none"> <li>1. Incoming and outgoing mobility for students and staff.</li> <li>2. Welcome Service.</li> <li>3. Management of international partnerships.</li> <li>4. Management and promotion of international education projects.</li> <li>5. Equity and Diversity area: resources, information, and activities for international students with special educational needs.</li> <li>6. Sport, Health and Wellness Area: activities for international students.</li> </ol>
<b>Working languages</b>	Spanish
<b>Working place</b>	International Relations Office, Miralles Building, Campus Universitario de Vigo, Vigo (Spain).
<b>Mobility period</b>	To be agreed with the candidate.
<b>Length</b>	7 working days.
<b>Daily working hours</b>	5 hours.
<b>No. of placements</b>	1.

**CURRICULAR PROFILE OF THE CANDIDATE**

<b>Academic title</b>	Diploma, Degree.
<b>Required experience</b>	Minimum 3 years of working experience in any of these areas/offices: <ul style="list-style-type: none"> <li>-International Relations Office.</li> <li>-Management of cooperation international projects.</li> </ul>

**CGU Stella for Staff 2024**  
*Professional Mobility Programme for Services Staff*

**PLACEMENT OFFER UVIG001**

	<ul style="list-style-type: none"><li>-Services for students (sport, disability support, information).</li><li>-Enrolment &amp; Academic Services.</li></ul>
<b>Required skills</b>	Upper intermediate knowledge of Spanish (B2 or higher). Advanced knowledge of English (B2 or higher). Advanced skills in digital tools for administrative tasks, specifically Microsoft Office 365.