

## **ERASMUS+ PLACEMENT OFFER**

### **International Office Assistant**

**Employer:** International Office, Universitat Abat Oliba CEU (called further on UAO CEU), Carrer Bellesguard 30, 08022 Barcelona <https://www.uaoceu.es/>

**Contact persons:** Malgorzata Smigiel, International Coordinator (incoming mobility)

Fanny Abela, International Coordinator (outgoing mobility)

[Internacional@uao.es](mailto:Internacional@uao.es)

**Period of Internship:** at least 3 months, preferably starting from early or mid-September 2018

**Working hours:** 20-25 hours per week

**Job description:** The internship will be carried out at the International Office, a unit of UAO CEU promoting internationalization of the institution and managing student and staff mobility within the Erasmus+ program, bilateral agreements and Study Abroad. The intern will work mainly with incoming students from all over the world and help in some tasks related to outgoing student mobility. Her/his main responsibilities will include:

- Assisting in administrative preparation and management of student exchange
- Event organisation: Welcome session for International Students, UAO International Day, and activities for international students (guided tours, cultural visits)
- Correspondence by email with and personal attention to international students
- Correspondence with partner universities
- Posting in UAO CEU International Office social media
- Updating data bases
- Updating the international office website and working on our promotional material

### ***Requested candidate's profile:***

- Communicative/fluent in **Spanish** and fluent **English** (both languages are essential)
- Open-minded, sociable, outgoing, reliable and highly motivated
- Previous international experience (Erasmus+, Study Abroad, international internships or volunteering) will be an advantage

**Grant:** the candidate should apply for an Erasmus+ grant at their home institution.

**Salary:** we offer a gross remuneration of 150 euros per month. The UAO CEU remuneration is compatible with the Erasmus+ scholarship.

*If interested, please contact [Internacional@uao.es](mailto:Internacional@uao.es) providing your CV and motivation letter in English and/or in Spanish. Please note the International Office will be closed between 1<sup>st</sup> August and 3<sup>rd</sup> September.*