## Erasmus Student Traineeship in Spain

**University of Santiago de Compostela: INTERNATIONAL OFFICE**

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<td>• 2 in mobility programmes Santiago campus, INTERNATIONAL OFFICE</td>
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|   SERVICIO DE RELACIONES EXTERIORES  
   Campus de Santiago:  
   Rectorado USC  
   Praza do Obradoiro s/n  
   CP 15782 Santiago de Compostela (A Coruña) - España |
| **Contact Person**        |
|   ANNE FORRYAN  
   HEAD OF MOBILITY, COOPERATION AND MOBILITY AGREEMENTS SECTION  
   Email: international@usc.es  
   Tlf. +34 881812878 |
| **Duration**              |
|   Minimum 4 months and up to 12 months. To be agreed as per USC needs and student availability, in accordance with Erasmus Plus conditions |
| **Requirements**          |
|   **Spanish**: desirable- a minimum of Spanish language skills  
   **English**: minimum C1  
   Experience using Microsoft Office is essential.  
   A proactive attitude and interest about dealing with international projects, programs and international students as well as team skills are essential. |
| **Working Hours**         |
|   35 hours/week |

**Placement description**
The International Office of the University of Santiago de Compostela is seeking to recruit two Erasmus Placement Assistants to work during academic year 2017/18. We require well-organised self-starters to work five days a week.

The work will involve the following general assistance to our international team. Selected trainees will be tasked on the following working lines:

- International project management EU and non EU funded projects (design/creation, implementation, following up, reporting)
- International mobility programs (management, problem solving, paperwork students community activities)
- International recruiting and marketing activities
- Events organization (conference, seminars, institutional visitors)

This post may appeal to someone considering working in the field of international relations or international education will allow you to integrate in a multicultural team, acquire general office experience, communication and problem solving skills, and project management expertise. If you are interested you should send the following as a single PDF attachment for the attention of the Section Head, Anne Forryan at international@usc.es:

- a letter of interest outlining any relevant working experience and expectations
- a Europass CV in Spanish or English outlining your previous work experience and academic achievements
- evidence of your Spanish (if any) and English language levels as well as other language skills

It is anticipated that interviews will take place via SKYPE with pre-selected candidates. All applicants will be informed by email whether successful or not.

Please note: the USC may consider additional financial support for accommodation considering individual cases.