

Erasmus Student Traineeship in Spain

University of Santiago de Compostela: INTERNATIONAL OFFICE

PLACEMENT INFORMATION	
2 Placement offers	<ul style="list-style-type: none"> • 2 in mobility programmes Santiago campus , INTERNATIONAL OFFICE
Address	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 Tif. +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	<p>Spanish: desirable- a minimum of Spanish language skills</p> <p>English: minimum C1</p> <p>Experience using Microsoft Office is essential.</p> <p>A proactive attitude and interest about dealing with international projects, programs and international students as well as team skills are essential .</p>
Working Hours	35 hours/per 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.