

UNIVERSITY OF ALMERIA - INTERNATIONAL OFFICE

TRAINEESHIP OFFER

INSTITUTION/SERVICE OR AREA	UNIVERSITY OF ALMERIA / INTERNATIONAL OFFICE
INTERNSHIP NAME	International Office
LOCATION	Ctra. De Sacramento s/n, La Cañada de San Urbano, 04120, Almería (Spain)
TRAINEESHIP DESCRIPTION	Reception and assistance to international students. Support for development of EU international projects. Administrative tasks related with Incoming and outgoing Students procedures. Assistance in the organization of events.
VALUABLE SKILLS	Good computer skills. Ability to multi-task and to work in team.
NUMBER OF PLACES OFFERED	1
NUMBER OF WORKING HOURS PER WEEK	25
TYPE OF STUDIES	Any relevant discipline
LEVEL OF STUDIES	Bachelor, master or PhD student
LANGUAGE	B2 Spanish B2 English
NATIONALITY	Any
STARTING DATE	ASAP (around 22/10/2021 (dd/mm/yyyy))
DURATION	7-9 months
FINANCIAL ASSISTANCE	400 € per month
ERASMUS FOR PLACEMENT GRANT	To be applied at the home institution
ACCOMMODATION	The University will provide assistance for finding accommodation if necessary.
DEADLINE	12/10/2021 (dd/mm/yyyy)
ATTACHMENTS	Applications should include a CV, letter of interest and language certificates.
RESPONSIBLE TUTOR	Francisco Joya González Head of International Office
CONTACT	Fundación de la Universidad de Almería International Traineeships. PITA Building, Office 27 +34950015975 pextran@fundacionual.es