

**About the traineeship:**

We are currently offering opportunities for students to carry out a traineeship in our university, in the International Relation office to support our work in the field of Erasmus + (especially Erasmus Placement) and other International Exchange Programs. We can offer a valuable learning experience in a small and dynamic environment where the trainee is fully integrated into our daily work.

**Responsibilities:**

- attending international students.
- Web administration.
- increasing partnership base
- register students in our School Languages in the different courses offered.
- issue students certificates.
- Any other tasks needed to provide effective support to a dynamic and friendly team
- File tasks.

**Profile:**

- Student eligible to participate in the *Erasmus Student Mobility for Placements* programme
- Social Skills
- Willingness to learn and grow
- computing skills
- Good English and spanish (at least B1) – all other languages an asset

**Start date:** From september 2014 to july 2015. (we are flexible with the dates)

The applicants can send me the letter of motivation and CV (picture is optional) to my e-mail ([rcalatayud@ucam.edu](mailto:rcalatayud@ucam.edu)).

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