

ERASMUS PLACEMENT OFFER FORM

HOST UNIVERSITY INFORMATION

Name of the institution: UNIVERSIDAD DE LEÓN

Address : Campus de Vegazana. Edificio de Servicios. 24007 León, Spain.

Telephone / email: 0034/987 291 795 opi@unileon.es

Website : www.unileon.es/opi

Short description:

The Universidad de León is a public higher education institution founded in 1979, with two Campuses, one in León and the second one in Ponferrada. Approximately 12.000 students follow our programs.

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TRAINING PLACEMENT INFORMATION

Department: Oficina de Proyectos Internacionales / International Projects Office

Description of activities

Administrative support for the implementation of educational, innovation and cooperation projects: TEMPUS, ERASMUS MUNDUS, LIFELONG LEARNING, ERASMUS +, EUROPAID, etc.

Working language:	Spanish or English
Location :	Oficina de Proyectos Internacionales Edificio de Servicios. Planta 1. Puerta 8. Campus de Vegazana. E-24007 LEON, SPAIN
Duration :	Flexible period from September 2014 to end of July 2015 (minimum of 3 months)
Working hours / week :	30 hours: 6 hours per day (opening hours are from 7:30 to 15 hours).
Does the university provide accommodation?	Universidad de León will provide information on accommodation in shared flats with other students or in an individual apartment.

Does it offer any grant/stipend?

No

COMPETENCES, SKILLS AND EXPERIENCE REQUIREMENTS

Number of students required : 1

Competences required :

- Good knowledge of English *_and_* French languages (do not apply if you don't gather this requisite).
- Students from any discipline are accepted.
- Good computer skills (Word, Excel, Access, PowerPoint).
- Mature, responsible, organised, self initiative.
- Interested in international affairs and international projects.
- Familiar with internet and social networks
- Capability of working in an international environment

Condition sine-qua-non

This mobility can only take place if the candidate is in a position to obtain an Erasmus or Leonardo Placements status (with or without a grant)

DOCUMENTS REQUIRED

Interested candidate students must send by email to opi@unileon.es <<mailto:opi@unileon.es>>, the following documentation:

Presentation letter ☒

Curriculum Vitae ☒

Deadline 15 of October 2014. Late applications are welcome after this date until April 30, 2015.