



Universidad  
**LOYOLA**

**We are Hiring Interns!**

**Erasmus Internship at Universidad Loyola**

Dear colleagues and friends,

We are contacting you to inform you that we are hiring interns! The International Relations Office of Universidad Loyola Andalucía is looking for 2 interns starting on **July 1st, 2022 up to December 15th, 2022**. One of the interns will work in the Córdoba campus and the other in Sevilla Campus.

These internships are compatible with the **Erasmus SMP framework but we do not offer financial compensation**. However, we can assist the student in finding accommodation in both Córdoba and Sevilla.

We are looking for motivated students or recent graduates who are proficient in English and Spanish.

The interns will learn the functions of an international office in a university:

- Local and international students assistance by e-mail, telephone, and face-to-face.
- Erasmus+ documents follow-up.
- Support in the search of new partner universities.
- Design and preparation of integration activities for international students.
- Organization of international events and assistance for international visits.
- Web content edition.
- Use of MoveOn as database.
- Use of Social media platforms to promote internationalization inside the university.

Anyone interested should complete the form below including a Cover Letter and an updated CV:

<https://forms.office.com/r/YnNJVQWQyE>

**We will receive CV until the 19th of May and interviews will be held during the first week of June.**

**[Any questions? Please send an email to incoming@uloyola.es](mailto:incoming@uloyola.es)**