

CGU STELLA for staff 2019

Professional Mobility Programme for Services Staff

PLACEMENT OFFER UDEM01

INFORMATION OF HOST UNIVERSITY

Name of institution:	Universidad de Monterrey
Address:	Av. Ignacio Morones Prieto 4500 Pte., 66238 , San Pedro Garza García, N.L.
Telephone:	+52 (81) 8215 1000
Web:	http://www.udem.edu.mx
Short description:	Universidad de Monterrey, also known as UDEM, is a non-profit private university of Catholic inspiration. It is located in Monterrey, Nuevo Leon, one of the 3 most prominent cities in Mexico. It offers personalized, high-quality education of academic excellence and humanistic essence in a transformative environment.

INFORMATION OF PLACEMENT OFFER

Department:	International Programs
Description of activities:	Contribute to the International Programs office activities in general like helping with the organization and follow up of upcoming agreements that might be in process with the institution. Getting to know the process that the Study Abroad department take into consideration to help students find the perfect match to study abroad. Participating in the buddy program held for international exchange students. Getting to know the department of International students and help in any activity inside the campus that might take place during their visit. Get to know a little bit about the Internationalization at Home department and the COIL program.
Working languages:	English and/or Spanish
Working place:	International Programs Office
Mobility period	To be agreed with the candidate
Length:	7 working days
Daily working time:	5-8
No. of offered placements:	1
Is the university offering accommodation?:	<input checked="" type="checkbox"/> No
Is the university offering any supplementary contribution?:	<input checked="" type="checkbox"/> Yes Indicate conditions: meal tickets (one per day from Monday through Friday).

CURRICULAR PROFILE OF CANDIDATE

Required experience:	Any experience related to any PR office or in international cooperation.
Required skills:	Teamwork, adaptability patience, good communication, initiative, creative.

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Category	<input type="checkbox"/> Diploma <input checked="" type="checkbox"/> Degree <input type="checkbox"/> Postgraduate degree	<input type="checkbox"/> Master <input type="checkbox"/> Doctorate Other:
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