

CGU STELLA for staff 2019

Professional Mobility Programme for Services Staff

PLACEMENT OFFER UDLO4

INFORMATION OF HOST UNIVERSITY	
Name of institution:	University of Lleida
Address:	Pl. Victor Siurana, 1 - 25003 Lleida
Telephone:	+34 973 702000
Web:	www.udl.cat
Short description:	Public University
INFORMATION OF PLACEMENT OFFER	
Department:	International Relations Office
Description of activities:	To learn how the International Relations Office is run: establishment of agreements, incoming and outgoing mobility programs for Staff and Students, welcome integration activities, participating in the promotion of the mobility programs, learning the administrative tasks, learning to inform users about the different programs....
Working languages:	Spanish, English (Others: Catalan, French, Italian, Portuguese)
Working place:	International Relations Office
Mobility period	To be agreed with the candidate
Length:	7 working days
Daily working time:	4
No. of offered placements:	1
Is the university offering accommodation?:	<input checked="" type="checkbox"/> Yes Indicate conditions: The University of Lleida will offer lodging in the university campus residence. Host will only have to pay for meals and daily expenses.
Is the university offering any supplementary contribution?:	<input checked="" type="checkbox"/> No
CURRICULAR PROFILE OF CANDIDATE	
Required experience:	Assist the international relations' officers in the management of outgoing and incoming mobility.
Required skills:	IT Skills, English and Spanish are required; interest in mobility programs or previous experience as mobility student will be taken into account. IT Skills English and Spanish are required interest in mobility programs or previous experience as mobility student will be taken into account.
Category	<input type="checkbox"/> Diploma <input type="checkbox"/> Master <input checked="" type="checkbox"/> Degree <input type="checkbox"/> Doctorate <input type="checkbox"/> Postgraduate degree Other: