

CGU STELLA for staff 2019

Professional Mobility Programme for Services Staff

PLACEMENT OFFER UJI02

INFORMATION OF HOST UNIVERSITY

Name of institution:	Universitat Jaume I de Castellon
Address:	Avda. Vicente Sos Baynat s/n 12071 Castellon (Spain)
Telephone:	+34964728000
Web:	www.uji.es
Short description:	The University Jaume I of Castelló (UJI) is the public university of the north of the Valencian Community, a territory of the European Mediterranean coast located between the cities of Valencia and Barcelona, well connected to Madrid. Created in 1991, the UJI has positioned itself as a university of proximity, characterized by personalized treatment, the agility of administrative procedures and a significant level of participation of its members in university life, thanks among other factors to a comfortable population. dimensions - around 15,000 students - and an integrated campus, of modern, functional and sustainable facilities.

INFORMATION OF PLACEMENT OFFER

Department:	International Relations Office
Description of activities:	<p>The activities that take place in this office vary depending on the time of year. We indicate some in which the candidates could collaborate according to the time of the year in which they visit us.</p> <ul style="list-style-type: none"> • Diffusion of international and national mobility programs for students (between November and March). • Academic and administrative management of international and national mobility programs for students (all year round). • Diffusion and management of international mobility programs for teachers and for administration and services personnel. • Obtain and integrate incoming student and staff (September-October and January-February mainly). • Management of mobility agreements (until November). • Internationalization journeys (November-December). • Program of courses tailor-made (throughout the year, according to demand). • Attention to the public and reception of incoming staff (all year).
Working languages:	English , Spanish, Catalanian
Working place:	International Relations Office
Mobility period	To be agreed with the candidate
Length:	7 working days
Daily working time:	9:00 am - 14:00 am
No. of offered placements:	1

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Is the university offering accommodation?:	<input checked="" type="checkbox"/> No
Is the university offering any supplementary contribution?:	<input checked="" type="checkbox"/> No

CURRICULAR PROFILE OF CANDIDATE

Required experience:	Being working in an International relations office or similar service of a university as student advisor or as exchange programs manager.
Required skills:	Teamwork, communication skills, B2 English level and B2 Spanish level Microsoft office tools.
Category	<input checked="" type="checkbox"/> Diploma <input type="checkbox"/> Master <input checked="" type="checkbox"/> Degree <input type="checkbox"/> Doctorate <input type="checkbox"/> Postgraduate degree Other: