

Erasmus Student Work Placement at the UPCT (Spain)

| EMPLOYER INFORMATION | |
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| Name of organisation | Universidad Politecnica de Cartagena |
| Address inc post code | Plaza del Cronista Isidoro Valverde Edificio "La Milagrosa" 30202 Cartagena |
| Telephone | +34 968 325971 |
| Fax | +34 968 325972 |
| E-mail | relint@upct.es |
| Website | http://www.upct.es/contenido/servicios/sri/info_general.php |
| Number of employees | More than 500 |
| Short description of the company | The UPCT is a public institution, established in 1998 and as such is the youngest Technical University in Spain. It is comprised of 7 Schools of Engineering, Business and Architecture and offers several Master and PhD Programmes. |
| CONTACT DETAILS | |
| Contact person for this placement | Carina Tardy |
| Department and designation, job title | Responsible for International Projects |
| Direct telephone number | +34 968 32 5971 |
| E-mail address | relint@upct.es |
| APPLICATION PROCEDURE | |
| Who to apply to (including contact details) | Carina Tardy: relint@upct.es |
| Deadline for applications | Applications should include a CV and a motivation letter. The deadline for receiving applications is a.s.a.p. |
| Application process | |
| PLACEMENT INFORMATION | |
| Department, Function | International Relations Office |
| Location | Plaza del Cronista Isidoro Valverde Edificio "La Milagrosa" 30202 Cartagena |
| Start Date | All year |
| Duration | A minimum of 6 months if possible |
| Working hours per week | 25 |
| Description of activities, tasks | <ul style="list-style-type: none"> • Help in dealing with international programmes • Providing students and teachers with information about international programmes • Help in dealing with bilateral agreements with universities all over the world • Help with the Mentor's Programme • Help with creating and supervising materials for incoming and outgoing students and professors • Help in organizing activities for outgoing and incoming |

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| | students |
| Accommodation (please select) | In the University's residences: about 540 € per month (subject to availability) or in a flat to be shared with other students (average 175 € per student per month) |
| Details of financial and "in kind" support to be provided | No financial contribution |
| COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS | |
| Languages and level of competence required | Fluent English and Spanish (at least B1) |
| Computer skills and level of skills required | Used to work with Office 2007 |
| Drivers license | Not necessary |
| Other | Detailed program of the training period: At the beginning the trainee will learn and try to familiarize with the work that is carried at the office. The trainee will participate in the office activities and will learn about the administrative side of the work. Then the trainee will help and assist in the work and processes carried at our International Relations Office and collaborate with the described current activity. The trainee will stay at least 6 months. |