

Erasmus Student Work Placement in the UPCT

INSTITUTION	Universidad Politécnica de Cartagena / Technical University of Cartagena
SHORT DESCRIPTION OF THE INSTITUTION	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.
LOCATION	South-East of Spain (region of MURCIA) Address: Plaza del Cronista Isidoro Valverde, s/n - Edificio "Rectorado" - 30202 Cartagena - SPAIN
MAIN ACTIVITY OF THE PLACEMENT	University cooperation and international relations
PLACEMENT OFFERED	Assistance in the organization of events and student mobility programmes. Maintenance of databases. General administrative support (use of e-mail and telephone).
STUDENT PROFILE	Any relevant discipline (Computing, Business and Translation and Interpretation degrees are consider an advantage) Knowledge of Spanish and English Good computer skills Mature, responsible, organised, able to work on his/her own
TYPE OF STUDIES	Any relevant discipline
LEVEL OF STUDIES	Undergraduate or postgraduate student
DESIRED SKILLS	Interested in international affairs Ability and willingness to train in basic computing (Word, Excel, Access, PowerPoint) Flexibility in approach to work Capability of working in an international environment

LANGUAGE	Fluent Spanish – written and spoken Knowledge of English
NATIONALITY	Any
STARTING DATE	As soon as possible
DURATION	6 months to 12 months
WORKING HOURS	25 hours per week from 09:00 to 14:00
SALARY	No financial contribution
ERASMUS + GRANT	To be applied by the home institution (or country)
ACCOMMODATION	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)
DEADLINE	Applications should include a CV and letter of interest. The deadline for receiving applications is a.s.a.p.
CONTACT	Carina Tardy - International Officer for student mobility International Office Pl. del Cronista Isidoro Valverde, s/n Edificio "Rectorado" - 30202 Cartagena (Spain) Telephone: +34 968 325971/ 22 Fax: +34 968 325972 carina.tardy@upct.es www.upct.es