

**ERASMUS PLACEMENT OFFER  
OR LEONARDO PLACEMENT OFFER**

<b>INSTITUTION INFORMATION</b>	
Name of organisation	Universidade de Vigo / University of Vigo
Address	Servizo de Deportes / Sports service Edificio Miralles - Campus Universitario de Vigo Vigo (Spain)
Telephone	+34 /986 802 090
Website	<a href="http://www.deportes.uvigo.es/index.asp">http://www.deportes.uvigo.es/index.asp</a>
Short description of the institution	The Universidade de Vigo is a young public academic institution officially founded in 1990 which is organized in three Campuses, placed in three different cities, Vigo, Pontevedra and Ourense- all of them in the South of Galicia, Northwest of the Iberian Peninsula. It has around 21,000 students in 39 degrees, 74 postgraduates and 42 PhD programs. Our institution leads a Campus of International Excellence, awarded by the Spanish Ministry of Education in 2010, a Campus of the Sea which gathers the teaching and researching efforts of seven public universities in Galicia and North of Portugal, as well as those of two national research organisms. As regards its scientific production, the Universidade de Vigo has been ranked 15th on the list of Spanish universities. On the last Shanghai Ranking it is on the top 500
<b>CONTACT DETAILS OF THE INSTITUTION</b>	
Contact person for this placement	Javier Rial Sports Service Coordinator Servizo de Deportes / Sports Service Campus Universitario de Vigo (s/n) 36310, Vigo (Pontevedra). Spain
Department	Servicio de deportes / Sports service. The student will have as a tutor: the coordinator of the Sports Service.
Direct phone and mail	+34 /986 14062 <a href="mailto:rial@uvigo.es">rial@uvigo.es</a>
<b>TRAINING PLACEMENT INFORMATION</b>	
Department	Sports Service Department
Description of activities	<ul style="list-style-type: none"> <li>- Linguistic support in English.</li> <li>- Translation of documents to English.</li> <li>- Preparing documents</li> <li>- Organization of international events related to sports</li> <li>- Prepare international projects</li> </ul>

Working language	English and Spanish.	
Location	Sports service Campus Universitario de Vigo (s/n) 36310, Vigo (Pontevedra). Spain	
Duration (3 months minimum; 12 months maximum)	Minimum 3 months (15 <sup>th</sup> September – 15 <sup>th</sup> December). Possibility to extend the stay up to 12 months (to be confirmed with the coordinator).	
Working hours / week	20 hours per week from 09.00 to 13.00 h	
Accommodation	University of Vigo will help to find a good accommodation in a shared flat, with other students or in an individual apartment, even with a Spanish family.	
Internship grant	No financial contribution. Students must apply for an Erasmus or Leonardo Grant at their home institution/country.	
<b>COMPETENCES, SKILLS AND EXPERIENCE REQUIREMENTS</b>		
Number of students required	1	
Competences required	<ul style="list-style-type: none"> <li>- Excellent knowledge of English and Spanish.</li> <li>- Any relevant discipline (Computing, Business and Translation and Interpretation/Language degrees are consider an advantage)</li> <li>- Good computer skills (Word, Excel, Access, PowerPoint)</li> <li>- Mature, responsible, organised.</li> <li>- Interested in sports.</li> <li>- Familiar with the internet and social networks.</li> <li>- Capability of working in an international environment.</li> </ul>	
Degree (Master, Phd, Post Doc)	Undergraduate or postgraduate student	
<b>DOCUMENTS REQUIRED</b>		
Interested students must send by email asap, the following documentation:		
Presentation letter <b>X</b>	Curriculum Vitae <b>X</b>	Academic certificates <input type="checkbox"/>