

Erasmus Student Work Placement at the UPCT (Spain)

EMPLOYER INFORMATION	
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

	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.