

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	The UPCT is a public institution, established in 1998 and as
company	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 PROCEI	DURE
Who to apply to (including	Carina Tardy: relint@upct.es
contact details)	
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 INFORMA	
Department, Function	International Relations Office
Location	Plaza del Cronista Isidoro Valverde
	Edificio "La Milagrosa"
2: 15 :	30202 Cartagena
Start Date	All year
Duration	A minimum of 6 months if possible
Working hours per week	25
Description of activities, tasks	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
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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.