

## INTERNSHIP OFFER FOR INTERNATIONAL STUDENTS

<b>INSTITUTION</b>	Universidad Politécnica de Cartagena <a href="http://www.upct.es">www.upct.es</a>  South-East of Spain
<b>SHORT DESCRIPTION OF THE INSTITUTION</b>	The UPCT is a public institution, established in 1998 in Spain. It is comprised of 7 Schools of Engineering, Business and Architecture and offers several Master and PhD Programmes.
<b>RECEIVING SCHOOL / FACULTY</b>	<a href="#">Relaciones Internacionales</a>  International Relation office
<b>ADDRESS</b>	<a href="#">ELDI – Edificio Este – 3rd Floor</a> <a href="#">Calle del Ángel, s/n</a> <a href="#">30202 CARTAGENA</a>
<b>PLACEMENT OFFERED</b>	Assistance in the organization of international events and student mobility programmes.  Maintenance of databases.  General administrative support (use of e-mail and telephone).
<b>DESCRIPTION OF THE PLACEMENT ACTIVITY</b>	<ul style="list-style-type: none"> <li>• Support with the organization of the international programmes and events</li> <li>• Inputting and editing documents in Excel, Word and PowerPoint</li> <li>• Providing useful information to staff, teachers and students</li> <li>• Assistance with bilateral agreements and MoU with universities all over the worlds</li> <li>• Creating and supervising materials for incoming and outgoing students</li> <li>• Answering to student's questions, that are related to the university and the city of Cartagena</li> </ul>
<b>REQUIRED STUDENT PROFILE</b>	Any relevant discipline such as: International Relation studies, Law, Foreign Languages and Translation and Interpretation, Communication degrees are considering an advantage)  Oral and written communication principally in Spanish, but also English, French and Italian.

	<p>Good computer skills</p> <p>Mature, responsible, organised, able to work on his/her own</p>
<b>REQUIRED SKILLS</b>	<p>Interest in international affairs</p> <p>Ability and willingness to train in basic computing (Word, Excel, Access, PowerPoint)</p> <p>Flexibility in approach to work</p> <p>Capability of working in an international environment</p>
<b>WORKING LANGUAGE</b>	<p>Fluent Spanish – written and spoken</p> <p>Knowledge of English</p>
<b>DURATION</b>	6 months to 12 months
<b>WORKING HOURS</b>	25 hours per week from 09:00 to 14:00
<b>FINANCIAL AID</b>	<p>No.</p> <p>FREE SPANISH CLASS ACCORDING THE ACCADEMIC YEAR</p>
<b>ACCADEMIC CONTACT</b>	Anna Gargiulo – International Office
<b>ADMINISTRATIVE CONTACT</b>	<p>Anna Gargiulo – International Office</p> <p><a href="mailto:relint@upct.es">relint@upct.es</a></p> <p>+34 968 325971</p>