

# Erasmus Student Traineeship Offer

EMPLOYER INFORMATION	
NAME OF ORGANIZATION	Universitat Politècnica de València (UPV) Gandía Campus <a href="http://www.gandia.upv.es">www.gandia.upv.es</a>
ADDRESS	C/ Paranimf, 1 46730 Grao de Gandia (Valencia) SPAIN
NUMBER OF EMPLOYEES	UPV: over 3.000 International Office: 4 (full + part time employees)

CONTACT DETAILS	
CONTACT PERSON	Michaela Muszynski, Head of International Office Emal: <a href="mailto:mmus@upvnet.upv.es">mmus@upvnet.upv.es</a> International Office, +34 96 284 93 72

PLACEMENT INFORMATION	
DEPARTMENT / FUNCTION	The International Office is the service department for International Affairs at the UPV –Gandía Campus. Its aim is to facilitate and foster international contacts for the benefit of students. As a service to the international community, it provides information about the UPV – Gandía Campus in different languages.
DESCRIPTION OF ACTIVITIES	The working languages of the office are <b>Spanish and English</b> . General office work mostly in Spanish and English, but also other languages (telephone, e-mail, post...) Event management: preparation, logistics, support on the day.

	<p>Proofreading and translation</p> <p>Preparation and checking of documents (related to student exchange programmes)</p> <p>Basic student advice</p> <p>Guest assistance and support</p> <p>Updating online database, updating homepage</p> <p>Filling documents (applications...)</p> <p>Internet research</p>
DURATION	September 2016 (5 – 12 months)
WORKING HOURS PER WEEK	30 hours a week, working hours on agreement, mainly in the morning (Usually Monday – Friday from 9.00 to 14.30 + Wednesday from 15.30 to 18.00)
HELP WITH FINDING ACCOMMODATION	We can help you to find a room in a student residence or apartment.
PAYMENT OR OTHER BENEFITS	This is an unpaid position. ONLY candidates eligible for an Erasmus + traineeship grant will be considered.

## REQUIREMENTS

ORAL AND WRITTEN LANGUAGE SKILLS	Good command of Spanish and English (equivalent to level B2 for Spanish and English)
SKILLS	<p>Computer literate – Microsoft packages</p> <p>Experience in office work</p> <p>Able to work in a team and individually</p> <p>A quick learner who is accurate and reliable</p> <p>Intercultural competence</p>

## OTHER

DOCUMENTS TO BE SUBMITTED	<p>Please send your CV and letter of motivation (stating your preferred dates of beginning and ending of the internship) via e-mail to:</p> <p><a href="mailto:mmus@upvnet.upv.es">mmus@upvnet.upv.es</a></p>
APPLICATION PERIOD	Application period: March 14th to April 15th, 2016