

**UNIVERSITY OF ALMERIA - INTERNATIONAL OFFICE- UNIGREEN**

**TRAINEESHIP OFFER**

<b>INSTITUTION/SERVICE OR AREA</b>	<b>UNIVERSITY OF ALMERIA / INTERNATIONAL OFFICE</b>
<b>INTERNSHIP NAME</b>	UAL-International Office- UNIGREEN
<b>LOCATION</b>	Ctra. De Sacramento s/n, La Cañada de San Urbano, 04120, Almería (Spain)
<b>TRAINEESHIP DESCRIPTION</b>	<ul style="list-style-type: none"> <li>- Administration services (Office, Internet, etc..)</li> <li>- Accompany groups for city tours and other social events</li> <li>- Support in the organization of international meetings: agendas, minutes, etc.</li> <li>- Translation of documents from English to Spanish and viceversa</li> <li>- Social Media Updates</li> </ul>
<b>VALUABLE SKILLS</b>	<ul style="list-style-type: none"> <li>- Good level of any other of the Alliance languages: French, Italian, Polish, Bulgarian, Portuguese, Icelandic, Dutch .</li> <li>- Good computer skills</li> <li>- Ability to multi-task and to work in team</li> <li>- Knowledge of the global Higher Education sector, students mobility issues</li> </ul>
<b>NUMBER OF PLACES OFFERED</b>	2
<b>NUMBER OF WORKING HOURS PER WEEK</b>	25
<b>TYPE OF STUDIES</b>	Any relevant discipline
<b>LEVEL OF STUDIES</b>	Bachelor (BA) or Master (MA) students
<b>LANGUAGE</b>	C1 Spanish C1 English
<b>NATIONALITY</b>	Any
<b>STARTING DATE</b>	15/10/2023 (dd/mm/yyyy)
<b>DURATION</b>	6 months
<b>FINANCIAL SUPPORT</b>	400 € per month
<b>ERASMUS FOR PLACEMENT GRANT</b>	To be applied at the home institution
<b>ACCOMMODATION</b>	The University will provide assistance for finding accommodation if necessary.
<b>DEADLINE</b>	10/09/2023 (dd/mm/yyyy)
<b>ATTACHMENTS</b>	Applications should include a CV, letter of interest and official language certificates.
<b>RESPONSIBLE TUTOR</b>	M <sup>a</sup> Fernanda Rodríguez Heras UNIGreen Joint International Centre Coordinator



UNIVERSIDAD  
DE ALMERÍA

VICERRECTORADO DE INTERNACIONALIZACIÓN

Destinado por:

**FUNDACIÓN**  
Universidad de  
Almería

CONTACT

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