

UNIVERSITY OF ALMERIA – MANAGEMENT & OPERATIONS OFFICE- UNIGREEN
TRAINEESHIP OFFER

INSTITUTION/SERVICE OR AREA	UNIVERSITY OF ALMERIA / MANAGEMENT & OPERATIONS OFFICE
INTERNSHIP NAME	UAL- MANAGEMENT & OPERATIONS OFFICE - UNIGREEN
LOCATION	Ctra. De Sacramento s/n, La Cañada de San Urbano, 04120, Almería (Spain)
TRAINEESHIP DESCRIPTION	<ul style="list-style-type: none"> - Administration services (Office, Internet, etc.) - Accompany groups for city tours and other social events - Support in the organization of international meetings: agendas, minutes, etc. - Translation of documents from English to Spanish and viceversa - Social Media Updates
VALUABLE SKILLS	<ul style="list-style-type: none"> - Preferably students from partner institutions of UNIGreen, The green European University - Good level of any other of the Alliance languages: French, Italian, Polish, Bulgarian, Portuguese, Icelandic, Dutch. - Good computer skills - Ability to multi-task and to work in team - Knowledge of the global Higher Education sector, students mobility issues - Management & Operations Office may arrange an online interview
NUMBER OF PLACES OFFERED	1
NUMBER OF WORKING HOURS PER WEEK	25
TYPE OF STUDIES	Any relevant discipline
LEVEL OF STUDIES	Bachelor (BA) or Master (MA) students
LANGUAGE	B2 Spanish C1 English
NATIONALITY	Any
STARTING DATE	15/03/2024 (dd/mm/yyyy)
DURATION	4,5 months
FINANCIAL SUPPORT	400 € per month

ERASMUS FOR PLACEMENT GRANT	To be applied at the home institution
ACCOMMODATION	The University will provide assistance for finding accommodation if necessary.
DEADLINE	08/02/2024 (dd/mm/yyyy)
ATTACHMENTS	Applications should include a CV Europass, letter of interest and language certificates.
RESPONSIBLE TUTOR	M ^o Fernanda Rodríguez Heras UNIGreen Joint International Centre Coordinator
CONTACT	Fundación de la Universidad de Almería International Traineeships. CAE Building, Office +34950015975 pextran@fundacionual.es

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TRAINEESHIP DESCRIPTION	<ul style="list-style-type: none"> - Administration services (Office, Internet, etc.) - Accompany groups for city tours and other social events - Support in the organization of international meetings and events: agendas, minutes, etc. - Social Media Updates; - Digital design of infographics, flyers, brochures, leaflets. - Development of visuals and creativities according to the brand image for web supports, campaigns, social networks, internal events.
VALUABLE SKILLS	<ul style="list-style-type: none"> - Preferebly students from partner institutions of UNIGreen, The green European University

	<ul style="list-style-type: none"> - Good level of any other of the Alliance languages: French, Italian, Polish, Bulgarian, Portuguese, Icelandic, Dutch. - Good computer skills - Ability to multi-task and to work in team - Knowledge of the global Higher Education sector, students mobility issues - Graphic design tools, for example CANVA - Management & Operations Office may arrange an online interview
NUMBER OF PLACES OFFERED	1
NUMBER OF WORKING HOURS PER WEEK	25
TYPE OF STUDIES	Communication sciences, Marketing and Public Relations, Digital Marketing or similar
LEVEL OF STUDIES	Bachelor (BA) or Master (MA) students
LANGUAGE	B2 Spanish C1 English
NATIONALITY	Any
STARTING DATE	15/03/2024 (dd/mm/yyyy)
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