**UNIVERSITY OF ALMERIA - INTERNATIONAL OFFICE**

**TRAINEESHIP OFFER**

<table>
<thead>
<tr>
<th>INSTITUTION/SERVICE OR AREA</th>
<th>UNIVERSITY OF ALMERIA/INTERNATIONAL OFFICE (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCATION</td>
<td>International Office. PITA. University of Almería Ctra. De Sacramento s/n, La Cañada de San Urbano, 04120, Almería (Spain)</td>
</tr>
<tr>
<td>MAIN ACTIVITY</td>
<td>University cooperation, International Relations and students mobility.</td>
</tr>
<tr>
<td>TRAINEESHIP OFFERED</td>
<td>Reception and assistance to international students Support for development of EU international projects Administrative tasks related with Incoming and outgoing Students procedures. Assistance in the organization of events.</td>
</tr>
<tr>
<td>NUMBER OF PLACES OFFERED</td>
<td>3</td>
</tr>
<tr>
<td>NUMBER OF WORKING HOURS PER WEEK</td>
<td>25</td>
</tr>
<tr>
<td>STUDENT PROFILE</td>
<td>Any relevant discipline. Good level competences in languages (Spanish and English). Good computer skills. Ability to multi-task and to work in team.</td>
</tr>
<tr>
<td>TYPE OF STUDIES</td>
<td>Any relevant discipline.</td>
</tr>
<tr>
<td>LEVEL OF STUDIES</td>
<td>Undergraduate or postgraduate student. Recently graduated.</td>
</tr>
<tr>
<td>LANGUAGE</td>
<td>Fluent English and good command of Spanish (Official certificate).</td>
</tr>
<tr>
<td>NATIONALITY</td>
<td>Any.</td>
</tr>
<tr>
<td>STARTING DATE</td>
<td>Sept/oct 2020.</td>
</tr>
<tr>
<td>DURATION</td>
<td>9 months.</td>
</tr>
<tr>
<td>FINANCIAL ASSISTANCE</td>
<td>400 € per month.</td>
</tr>
<tr>
<td>ERASMUS FOR PLACEMENT GRANT</td>
<td>To be applied at the home institution.</td>
</tr>
<tr>
<td>ACCOMMODATION</td>
<td>The University will provide assistance for finding accommodation if necessary.</td>
</tr>
<tr>
<td>DEADLINE</td>
<td>15/09/2020 (dd/mm/yyyy)</td>
</tr>
<tr>
<td>ATTACHMENTS</td>
<td>Applications should include a CV, letter of interest and language certificate.</td>
</tr>
<tr>
<td>RESPONSIBLE TUTOR</td>
<td>Francisco Joya González. Head of International Office. International Office. +34950015763 <a href="mailto:reial@ual.es">reial@ual.es</a></td>
</tr>
<tr>
<td>CONTACT</td>
<td>Fundación de la Universidad de Almería. International Traineeships. PITA +34950015975 <a href="mailto:pextran@fundacionual.es">pextran@fundacionual.es</a></td>
</tr>
<tr>
<td>INSTITUTION/SERVICE OR AREA</td>
<td>UNIVERSITY OF ALMERIA/INTERNATIONAL OFFICE (2)</td>
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<td>International Office. PITA. University of Almería. Ctra. De Sacramento s/n, La Cañada de San Urbano, 04120, Almería (Spain).</td>
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<tr>
<td>MAIN ACTIVITY</td>
<td>University cooperation, International Relations and students mobility.</td>
</tr>
<tr>
<td>TRAINEESHIP OFFERED</td>
<td>Management of the Vicerectorate's Social Media.</td>
</tr>
<tr>
<td>NUMBER OF PLACES OFFERED</td>
<td>1</td>
</tr>
<tr>
<td>NUMBER OF WORKING HOURS PER WEEK</td>
<td>25</td>
</tr>
<tr>
<td>STUDENT PROFILE</td>
<td>Knowledge in Social Media Management. Very good competence in Spanish. Good computer skills. Ability to multi-task and to work in team.</td>
</tr>
<tr>
<td>TYPE OF STUDIES</td>
<td>Spanish Studies, Marketing, Social Media Management, Computer Sciences etc.</td>
</tr>
<tr>
<td>LEVEL OF STUDIES</td>
<td>Undergraduate or postgraduate student. Recently graduated.</td>
</tr>
<tr>
<td>LANGUAGE</td>
<td>Very good command of Spanish (C1 at least) and good command of English.</td>
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<tr>
<td>NATIONALITY</td>
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<td>RESPONSIBLE TUTOR</td>
<td>Hugo Gonzalez Martinez. Internationalization promotion secretariat.</td>
</tr>
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