

**ONE POSITION AVAILABLE FOR *ERASMUS+ INTERNSHIP*  
/ *WORK PLACEMENT* AT THE MOBILITY OFFICE  
UNIVERSITY OF ALICANTE, SPAIN**

<b>Department</b>	<b>Mobility Office at the UA</b> <a href="http://sri.ua.es/en/movilidad">http://sri.ua.es/en/movilidad</a>
<b>Position title</b>	Student Internship / Erasmus+ Student Work Placement
<b>Duration</b>	3 options (indicate the one you prefer): <ul style="list-style-type: none"> <li>• 5 months (from 1 September 2017 – 31 January 2018)</li> <li>• 5 months (from 1 February 2018 – 30 June 2018)</li> <li>• 10 months (from 1 September 2017 – 30 June 2018)</li> </ul>
<b>Location</b>	Campus San Vicente, Ctra. San Vicente s/n, 03690 San Vicente del Raspeig, Alicante, Spain
<b>Starting date</b>	1 September 2017 or 1 February 2018
<b>Working hours</b>	8:45 – 14:45 (45 min. lunch break), flexible working hours on special occasions
<b>Accommodation</b>	UA covers university accommodation.
<b>Payment</b>	<ul style="list-style-type: none"> <li>- No salary; the student is expected to have an Erasmus+ scholarship or other financial support from his/her home university</li> <li>- UA contributes with coverage of accommodation costs (see above)</li> <li>- UA covers an Erasmus afternoon Spanish course at CSI, UA language centre, (50 hours per semester)</li> </ul>
<b>Short description of the UA</b>	<p>The University of Alicante (UA) is located in Alicante, Spain. It has about 29 000 students and 3500 administration, faculty and service staff. It is organized in seven faculties (Faculty of Arts, Faculty of Education, Faculty of Economics and Business, Faculty of Science, Faculty of Law, Faculty of Health Sciences and Polytechnic School).</p> <p>More information: <a href="http://www.ua.es">www.ua.es</a></p>
<b>Short description of the Mobility Office at the UA</b>	<p>The Mobility Office consists of three teams:  Team 1 Incoming Student Mobility Team  Team 2 Outgoing Student Mobility Team  Team 3 Staff Mobility &amp; Exchange Agreements Team</p> <p>The Mobility Office currently has 12 employees including Head of Mobility Office, 4 employees in team 1, 4 employees in team 2 and 3 employees in team 3. The Erasmus internship will be mainly connected to Teams 1 and 2.</p>

<p><b>Main responsibilities and tasks</b></p>	<ul style="list-style-type: none"> <li>- Supporting mobility team (incoming and outgoing students and staff)</li> <li>- General administrative and office duties</li> <li>- Document and web translation</li> <li>- Student support</li> <li>- First point of contact for visitors at the Mobility Office (campus guide, etc.)</li> <li>- Preparation of Orientation Week / Staff Week</li> <li>- Working with Facebook/Twitter</li> <li>- Maintenance of lists in Excel, registration of data in databases, correspondence via e-mail, etc.</li> <li>- Regular updating of webpages</li> <li>- Contribution to marketing/promotion activities; public relation tasks</li> <li>- Organisation of a file archive and a storage room</li> </ul>
<p><b>Person profile</b></p>	<ul style="list-style-type: none"> <li>- Student enrolled at a bachelor's or master's level or a recent graduate who received Erasmus+ scholarship</li> <li>- Fluent English (native or C1-C2 level) and intermediate Spanish skills (B1 level). An additional language will be an asset.</li> <li>- Good Microsoft Office and PC skills</li> <li>- Strong communication skills and intercultural awareness</li> <li>- Knowledge about EU-funded mobility (Erasmus+) and international studies might be desirable</li> </ul>
<p><b>Application procedure</b></p>	<ul style="list-style-type: none"> <li>- Send your CV together with a cover letter describing why you would like to take an internship at the UA and the internship period you are interested in.</li> <li>- Supply the names and contact details of 2 referees (teachers, employers, etc.) who can be contacted by Mobility Office at the UA</li> <li>- Skype interview is required</li> <li>- <b>Applications should be sent by e-mail to <a href="mailto:s.mobilitat@ua.es">s.mobilitat@ua.es</a> by 13<sup>th</sup> July, 2017</b></li> <li>- In case of any further questions, please do not hesitate to get in touch and send your enquiries to <a href="mailto:s.mobilitat@ua.es">s.mobilitat@ua.es</a></li> </ul>