

INTERNATIONAL INTERNSHIP
INTERNATIONAL OFFICE – CEU SAN PABLO UNIVERSITY

INTERNSHIP DESCRIPTION

We are currently looking for an intern to join the International Relations team in CEU San Pablo University.

You will be responsible for assisting the team, working closely with staff and students and helping in the organization of international activities within the university community.

TASKS

The main tasks of the candidates will be:

Provide administrative support to the International Office team. The duties of the role include a range of general administrative duties (answering phone calls, dealing with student enquiries and correspondence)

Collaboration with the CEU International Buddy Programme

- Provide administrative support to the International Office team in the central Office or in the Offices of the different Faculties. The duties of the role include a range of general administrative duties (answering phone calls, dealing with student enquiries and correspondence)
- Collaboration with the CEU International Buddy Programme
- Helping organize Welcome, Farewell day, International week, Café Erasmus
- Research marketing and event related information
- Communicate with foreign Universities, Institutions and Students
- Compose articles for newsletters, web sites, social media, e-marketing tools, and other promotional materials

The ideal candidates must have a good command of written and spoken English – B1 (Level of Common European Framework of Reference for Languages) and also good level of written and spoken Spanish – A2 or more.

The candidate must be familiar with the use of Microsoft Office and has to be highly organized and accurate while completing multiple tasks.

We are recruiting for positions for

- **Fall 2019 (1st October to 20th December 2019)**
- **Complete academic year 2019-20 (1st October 2019 to 31st July 2020)**

The position is full time (8 hours/day), from Monday to Friday. The Applications are welcome from students who receive a traineeship grant under the Erasmus+ Programme.

CEU San Pablo University offers free Spanish Language courses, 200 € per month for living expenses and free meals from Monday to Friday at the Cafetería of the University.

TO APPLY

To apply, please send a CV and covering letter in English to the International Office to the following email address: international.office@ceu.es **before 30th September 2019.**

Please note:

- We can only accept applicants with the right to work in Spain.
- If you are finally selected to do the internship in CEU San Pablo you will have to get a work and a health insurance with coverage in Spain.
- Candidates should have an Erasmus + grant for traineeship.

SELECTION OF CANDIDATES:

Candidates will be informed about the final decision before **1st October 2019.**

Madrid, 10th September 2019