




Erasmus+ Student Traineeship in Madrid, Spain

EMPLOYER INFORMATION	
<i>Name of organisation</i>	Universidad CEU San Pablo  CEU <i>Universidad San Pablo</i>
<i>Address inc post code</i>	C/Julián Romea, 18 (center of Madrid)
<i>Telephone</i>	+34915140404
<i>Fax</i>	/
<i>E-mail</i>	mariacamino.garciaventoso@ceu.es
<i>Website</i>	http://www.uspceu.com/international_website/es/home.php  <i>International Students Admission and Support Service Team</i>
<i>Number of employees</i>	More than 1.000
<i>Short description of the company</i>	Catholic Private University
CONTACT DETAILS	
<i>Contact person for this placement</i>	Camino García Ventoso
<i>Department and designation, job title</i>	Assistant at the International Student Admission and Support Service of the University CEU San Pablo
<i>Direct telephone number</i>	+34915140404
<i>E-mail address</i>	mariacamino.garciaventoso@ceu.es
APPLICATION PROCEDURE	
<i>Who to apply to (including contact details)</i>	Camino García Ventoso
<i>Deadline for applications</i>	20/06/2015
<i>Application process</i>	CV and cover letter
<i>Please provide as much information on the placement as possible – too much information is better than not enough!</i>	

PLACEMENT INFORMATION

<i>Department, Function</i>	<p>Assistance with admission and hospitality services for international students (not exchange students such as ERASMUS+ but students who are coming here to finish their whole degree)</p> <ul style="list-style-type: none"> - Create content for our website in English, French or Spanish - Create content for a new Facebook page for fresh international students - Receive students and parents in the Office and visit to the university facilities - Organize welcome days for international students - Send e-mails to the students and receive calls - Translate mails, letters and news - Help with administrative work
<i>Location</i>	<p>Madrid (http://www.esmadrid.com/en/)</p> 
<i>Start Date</i>	1st -15th September 2015
<i>Duration</i>	From 6 to 8 months. If the profile is very interesting also 10-12 months
<i>Working hours per week</i>	33
<i>Description of activities, tasks</i>	<p>Assistance in Admission and Support Service for International students.</p> <p>Mainly communication tasks like promoting programs among students, updating the web page and social networks, disseminating information to students, writing reports, answering the e-mails and phone calls, translation of documents into English or French, assistance with participation in open days and other activities organized for international students who will come to the University to study.</p>
<i>Accommodation</i>	<p>We assist students with accommodation. We collaborate with www.tlsgroup.eu and they help students to find a suitable accommodation in Madrid.</p>
<i>Details of financial and "in kind" support to be provided</i>	200 € per month
<i>Other</i>	<p>Language courses. Students can attend Spanish, English, French, Italian or Chinese language courses free of charge.</p> <p>Free daily meal in the University cafeteria from Monday to Friday</p>
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
<i>Languages and level of competence required</i>	<p>Spanish: level B2 (most of the office communication is done in Spanish, so please be honest with your level)</p> <p>English/French: level C1 or native</p>
<i>Computer skills and level of skills required</i>	<p>Microsoft Office – Word, Outlook, Access</p> <p>Web and mail</p>
<i>Driver's license</i>	Not needed
<i>Other</i>	Enthusiastic, proactive, collaborative, respectful, responsible