



Universidad
Pontificia
de Salamanca



Cofinanciado por
la Unión Europea

INTERNATIONAL MOBILITY INTERNSHIP

AT THE PONTIFICAL UNIVERSITY
OF SALAMANCA





Intern at the Mobility and International Cooperation Office

Universidad Pontificia de Salamanca, Spain

The office of Mobility and International Cooperation of the Universidad Pontificia de Salamanca is looking for a student intern through the Erasmus+ traineeship programme.

Tasks:

- Assisting international and national students face-to-face and by email, in English and Spanish.
- Support in the organisation of activities and events carried out by the Mobility and International Cooperation Office.
- Reception and management of documents related to incoming and outgoing student mobility.
- Management of the Erasmus+ tools (Beneficiary module, OLA...).
- Administrative support in general.

Requirements:

- Knowledge of Office 365 (Excel, Word, Power Point).
- Minimum English level, B2.
- Minimum Spanish level, B2
- Social skills.
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Employment benefits:

- Erasmus+ Traineeship grant from home institution (depends on your home institution)
- Working hours: Monday - Friday: 8:00h to 15:00h.
- 3 free days for personal matters by request.
- University holidays (Easter, regional holidays).

Location:

Calle Compañía 5, 37002 Salamanca, Spain.

Traineeship duration:

We give preference to candidates who will carry out at UPSA an internship for a full academic year (from the beginning of September to June), nevertheless, we accept as well one semester applications.

Application:

If you are interested in carrying out an internship at UPSA, please send us by email to mobility@upsa.es before the **28th of March** the following information:

-name and surname

-home university

-period you are interested in carrying out the internship at UPSA

-your CV