

INTERNSHIP AT THE INTERNATIONAL RELATIONS OFFICE OF THE FACULTY OF ARTS AND HUMANITIES OF CÓRDOBA (SPAIN)



The International Relations Office of the Faculty of Arts and Humanities of Córdoba (Spain) is currently seeking a student to join us within the frame of the Erasmus Placement Programme.

The International Relations Office of the Faculty of Arts and Humanities is the unit in charge of coordinating international mobility programmes and relations with partner universities, as well as offering support and guidance to all incoming and outgoing students. Along with our young and enthusiastic team, the chosen candidate will be able to acquire multiple and valuable abilities and competencies, from experience in administrative tasks to marketing, event planning, web research or information management skills.

Studying abroad is a life changing experience and at the International Relations Office of the Faculty of Arts and Humanities we make sure each student receives proper attention for any inquiry he/she might have. We are constantly working towards improving the service provided and its utility and value for students and their exchange programme experience.

TASKS AND ACTIVITIES

- Assisting the staff of the International Relations Office of the Faculty of Arts and Humanities with administrative tasks
- Research possible partner universities around the world in order to establish new bilateral agreements
- Provide support for the events organized by the International Relations Office of the Faculty of Arts and Humanities such as the international week, welcome meetings or informative session regarding the mobility programmes available
- Providing content for the International Relations Office of the Faculty of Arts and Humanities website

SKILL REQUIRED

- Intermediate/advanced knowledge (preferably at least a B2 level)
- Good knowledge of the Microsoft Office pack
- Highly committed and willing to enrich his/her knowledge. Pro-activity accuracy and efficiency are highly valued
- Other languages and previous experience in a similar job are considered a plus
- Basic knowledge of Spanish (B1)

The schedule consists in 5 hours daily from 09:00 to 14.00. Our office is based in the city of Córdoba. The position will provide the student with the possibility of developing his/her professional skills within an international team and a unique environment such as the city of Córdoba.

The internship is not paid. The economic support received by the student depends strictly on the amount provided by the Erasmus Placement Programme or his/hers own resources. All living arrangements and expenses must be taken care of by the student.

All interested candidates must send their CV's addressed to Carmen Fernández, internacional_ffl@uco.es with the subject "**Internship at the International Office**". Candidates must also provide information regarding their availability to start the internship and how many months they want to participate in it.