

INTERNSHIP OFFER FOR INTERNATIONAL STUDENTS

INSTITUTION	Universidad Politécnica de Cartagena www.upct.es South-East of Spain
SHORT DESCRIPTION OF THE INSTITUTION	The UPCT is a public institution, established in 1998 in Spain. It is comprised of 7 Schools of Engineering, Business and Architecture and offers several Master and PhD Programmes.
RECEIVING SCHOOL / FACULTY	Relaciones Internacionales International Relation office
ADDRESS	ELDI – Edificio Este – 3rd Floor Calle del Ángel, s/n 30202 CARTAGENA
PLACEMENT OFFERED	Assistance in the organization of international events and student mobility programmes. Maintenance of databases. General administrative support (use of e-mail and telephone).
DESCRIPTION OF THE PLACEMENT ACTIVITY	• Support with the organization of the international programmes and events • Inputting and editing documents in Excel, Word and PowerPoint • Providing useful information to staff, teachers and students • Assistance with bilateral agreements and MoU with universities all over the worlds • Creating and supervising materials for incoming and outgoing students • Answering to student's questions, that are related to the university and the city of Cartagena
REQUIRED STUDENT PROFILE	Any relevant discipline such as: International Relation studies, Law, Foreign Languages and Translation and Interpretation, Communication degrees are considering an advantage) Oral and written communication principally in Spanish, but also English, French and Italian.



	Good computer skills Mature, responsible, organised, able to work on his/her own
REQUIRED SKILLS	Interest in international affairs Ability and willingness to train in basic computing (Word, Excel, Access, PowerPoint) Flexibility in approach to work Capability of working in an international environment
WORKING LANGUAGE	Fluent Spanish – written and spoken Knowledge of English
DURATION	6 months to 12 months
WORKING HOURS	25 hours per week from 09:00 to 14:00
FINANCIAL AID	No. FREE SPANISH CLASS ACCORDING THE ACCADEMIC YEAR
ACCADEMIC CONTACT	International Relations Office
ADMINISTRATIVE CONTACT	International Relations Office relint@upct.es