



## ERASMUS + PLACEMENT OFFER AT THE UNIVERSITY OF A CORUÑA (SPAIN) Ferrol Industrial Campus

Ferrol Industrial Campus in Spain offers students from European Universities the opportunity to carry out an internship within the framework of Erasmus+ Placements

### **PLACEMENT INFORMATION**

Duration: 5 - 12 months

Place: Ferrol (Spain)

Internship period: Starting from 15<sup>th</sup> March 2022

Working hours: 25 hours / week (from 09.00 to 14.00 from Monday to Friday)

Tasks: International Relations activities

### **WHAT DO WE EXPECT?**

Students or recent graduates

B2 knowledge of English

B1 knowledge of Spanish

Interested in international affairs

Able to work independently and in a team

Good organisational skills

Good interpersonal and communication skills

### **TASKS**

- Collaborating in the organisation of various events such as International Summer School, International Staff Week, Welcome Days...
- Helping with administrative tasks
- Taking part in activities for incoming/outgoing students and staff
- Cooperating with international institutions and developing new networks
- Making international and local phone calls, sending and checking e-mails
- Assisting with office works such as documentation, content for web and social media
- Consulting and informing international students and staff

- Contact with universities and request of documentation
- Helping with the application and admission procedures of international students and staff
- Providing oral, written and telephone support to our foreign students and staff
- Support in the preparation of the reports, check-lists and similar

### **FINANCIAL SUPPORT**

Students will have to apply for Erasmus+ funding through their home universities. The University of A Coruña will help the students in the procedures to apply for this funding at their home institution.

### **HOW TO APPLY?**

Please send to [internacionalizacion.campus.industrial@udc.gal](mailto:internacionalizacion.campus.industrial@udc.gal) (**Deadline Friday 11<sup>th</sup> March**):

- Curriculum vitae
- Language certificates
- Copy of passport/identity card
- Suggested dates of traineeship
- Motivation letter (optional)

The team of the UDC Ferrol Industrial Campus is looking forward to receiving your application and welcoming you in our team!