



## Erasmus Student Traineeship in Spain

<b>EMPLOYER INFORMATION</b>	
Name of organisation	<b>Universidad CEU San Pablo</b>   <b>CEU</b> <i>Universidad San Pablo</i>
Address inc post code	C/Tutor, 35. 28008 Madrid
Telephone	+34914566300
Fax	
E-mail	<a href="mailto:mariacamino.garciaventoso@ceu.es">mariacamino.garciaventoso@ceu.es</a>
Website	<a href="http://www.uspceu.es">www.uspceu.es</a>  
Number of employees	More than 1.000
Short description of the company	Catholic Private University
<b>CONTACT DETAILS</b>	
Contact person for this placement	Camino García Ventoso
Department and designation, job title	Assistant International Relations Service
Direct telephone number	+34914566300 (ext. 5494)
E-mail address	<a href="mailto:mariacamino.garciaventoso@ceu.es">mariacamino.garciaventoso@ceu.es</a>
<b>APPLICATION PROCEDURE</b>	
Who to apply to (including contact details)	Camino García Ventoso
Deadline for applications	Two months before desired arrival is enough to be a candidate
Application process	Sending CV and period interested in doing the internship
Please provide as much information on the placement as possible – too much information is better than not enough!	

<b>PLACEMENT INFORMATION</b>	
Department, Function	Assistance International Relations Department Meet the international Team! <a href="http://www.uspceu.com/es/ceu-internacional/conocenos/equipo-humano.php">http://www.uspceu.com/es/ceu-internacional/conocenos/equipo-humano.php</a>
Location	Madrid ( <a href="http://www.esmadrid.com/en/">http://www.esmadrid.com/en/</a> ) 
Start Date	Every month unless August and December
Duration	From 4 to 6 months. If the profile is very interesting also 10-12 months
Working hours per week	33
Description of activities,tasks	Assistance in the different departments of International Relations <ul style="list-style-type: none"> <li>- <b>Summer University</b> <a href="http://www.uspceu.com/es/ceu-internacional/extension-universitaria/summer-university.php">http://www.uspceu.com/es/ceu-internacional/extension-universitaria/summer-university.php</a></li> <li>- <b>Internationalization</b> (recruitment, admission and integration of international students)</li> <li>- <b>Mobility programs</b> (Erasmus, CsF...)</li> <li>- <b>Language Service</b> <a href="http://www.uspceu.com/es/ceu-internacional/centro-idiomas/presentacion.php">http://www.uspceu.com/es/ceu-internacional/centro-idiomas/presentacion.php</a></li> </ul> <p>Mainly communication tasks like promoting programs among students, update the web and social networks, information to students, writing reports, answering the mail, translation of documents into english or french, assistance with participation in Fairs, Forum and conferences.</p>
Accommodation	We assist students for accommodation. We collaborate with <a href="http://www.tlsgroup.eu">www.tlsgroup.eu</a> and they help students to find a suitable accommodation in Madrid.
Details of financial and "in kind" support to be provided	We offer meals to students close to the office from Monday to Friday (not in August).
Other	Language courses. Students can attend spanish, english, french or chinese language courses free of charge.
<b>COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS</b>	
Languages and level of competence required	Spanish: level A2-B1 English/French: level B2 or native
Computer skills and level of skills required	Microsoft Office Web and mail
Drivers license	Not needed
Other	Enthusiastic, proactive, collaborative, respectful, responsible.,