



ERASMUS STUDENT PLACEMENT AT THE INTERNATIONAL RELATIONS OFFICE, UCAM UNIVERSIDAD CATÓLICA DE MURCIA

EMPLOYER INFORMATION	
NAME OF ORGANISATION	UCAM Universidad Católica San Antonio de Murcia
ADDRESS	Campus de los Jerónimos, 135, 30107 Guadalupe, Murcia
WEBSITE	www.ucam.edu
SHORT DESCRIPTION OF THE UNIVERSITY	Universidad Católica de Murcia, UCAM, was founded in 1996. It includes 24 departments, with numerous sectors, which operate 112 laboratories and 14 clinics fully equipped. A number of its departments, laboratories and clinics have been designated as Centres of Excellence, on the basis of international assessment. UCAM has a reputation for quality and innovative research and presents an effective participation in a plethora of research projects, scientific organisations, and research groups.
CONTACT DETAILS	
CONTACT PERSON	Cristina García
DEPARTMENT / FUNCTION	International Relations Office
DIRECT TELEPHONE NUMBER	+34 968278703
E-MAIL	incoming@ucam.edu
PLACEMENT INFORMATION	
DEPARTMENT / FUNCTION	INTERNATIONAL RELATIONS OFFICE
DESCRIPTION OF ACTIVITIES AND TASKS	<ul style="list-style-type: none"> ● Collaborate in the design and implementation of a team-building tools of our buddy system. ● Contact and attention to incoming exchange students, in person, by email or telephone. ● Assisting with the organisation of orientation for incoming exchange students. ● Documents' management and organisation. ● Maintaining accurate records for incoming exchange students.

	<ul style="list-style-type: none"> • Ensuring that all required paperwork for incoming exchange students is completed • Giving support to the bilateral agreements maintenance, registering them into the mobility system. • Assisting with the administrative tasks in the mobility system. • Support to the School of Languages in some punctual tasks such as watching language exams, customer service, monitoring incoming trips...
START DATE	Any time.
DURATION	3 to 6 months.
WORKING HOURS PER WEEK	37.5 hours/week: 9 to 14h-15.30 to 18h.
ACCOMMODATION	On your own.
OTHER BENEFITS SUPPLIED	<p>We can provide:</p> <ul style="list-style-type: none"> • fully financed Spanish or English courses (depending on the dates and availability of the relevant level) • discount in UCAM Sport gym
OTHER	Internship is unpaid. Student coming under the Erasmus Training Mobility Programme should be fully granted by his/her home University.
REQUIREMENTS	
REQUESTED PROFILE OF THE ERASMUS STUDENT (fields of studies, completed years of studies, other professional requirements)	<ol style="list-style-type: none"> 1. University students enrolled at Bachelor's or Master's level degree. 2. English level B2 or higher. 3. Spanish level B1 for both oral and written skills.
COMPUTER SKILLS	Good computer skills: excel, word, others.
OTHER REQUIREMENTS	Good communication skills, ability to work in multicultural environments, problem solving skills.
Other	
APPLICATION DEADLINE	One month before the start of the traineeship.
REQUIRED DOCUMENTS	<ol style="list-style-type: none"> 1. Full CV 2. Motivation letter including desired learning aims, length of your stay and hours to be accomplished. 3. Reference from university teacher who can be contacted.

HOW TO APPLY?

Please contact us via email at incoming@ucam.edu

Matter: ORI Erasmus placement.

Date: 13/10/2023