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Erasmus+

ONE POSITION AVAILABLE FOR ERASMUS+ TRAINEESHIP AT THE INTERNATIONAL RELATIONS OFFICE

UNIVERSITY OF DEUSTO, Campus San Sebastián - SPAIN

EMPLOYER INFORMATION	
Organisation	University of Deusto
Address	Mundaiz, 50. 20012 San Sebastian - Spain
Website	https://www.deusto.es/
Contact person	Elena Lamarain - International Internships Officer
E-mail	practicas.internacionales.ss@deusto.es
PLACEMENT INFORMATION	
Department	International Relations Office, which is mainly in charge of mobility programmes for Outgoing and Incoming students (Study and Internships), teachers and staff.
Duration	Minimum 2 months
Location	San Sebastian Campus - Mundaiz, 50. 20012 San Sebastian - Spain
Starting date	February/ March 2024 (preferably in February)
Working hours	9:00-14:00, 25 h/week
Payment	No salary, the student is expected to have an Erasmus+ grant or other financial support.
TRAINEESHIP DESCRIPTION	
Main responsibilities and tasks	• Providing general administrative support to the International Relations Office Team • Assist in the renewal of agreements with partner universities • Support in the search for new partner universities • Assist in the organization of welcome and farewell events for international students. • Assistance for international visits • Working with different social media channels to promote internationalization at university. • Working with Excel sheets, registration of data • Contribution to marketing and promotion activities for partner universities • Other tasks can eventually be added, depending on the performance of the intern
Profile	• Student enrolled at a Bachelor's or Master's level or a recent graduate who can receive Erasmus+ grant or other financial support • Strong English skills (spoken and written) - at least level B2 required • Spanish skills recommended(spoken and written) - level B1 • Strong communication skills and intercultural awareness
Application procedure	• Send your **CV** together with a **cover letter** describing why you would like to do an internship at the University of Deusto • Send a **Letter of Recommendation** • Online interview is required • **Applications should be sent by email to practicas.internacionales.ss@deusto.es** • For any further details, do not hesitate to contact us.