

INTERNATIONAL RELATIONS OFFICE UNIVERSITY OF EXTREMADURA

PLACEMENT OFFERS

COMPANY	University of Extremadura
VACANCIES	Two
LOCATION	Cáceres Badajoz
MAIN ACTIVITY	University co-operation and international relations
PLACEMENT OFFERED	Assistance in the organization of events and of student mobility Maintenance of databases. General administrative support (use of e-mail, telephone, fax, filing)
STUDENT PROFILE	Any relevant discipline Knowledge of Spanish and English Good computer skills Mature, responsible, organised, able to work on his/her own
TYPE OF STUDIES	Any relevant discipline
LEVEL OF STUDIES	Undergraduate (last year) or postgraduate student
DESIRED SKILLS	Interested in international affairs Ability and willingness to train in basic computing Flexibility in approach to work Capability of working in an international environment
LANGUAGE	Fluent English – written and spoken Knowledge of Spanish is considered a great advantage
NATIONALITY	Any
STARTING DATE	November
DURATION	6 month (extendable)
SALARY	No financial contribution
LEONARDO GRANT	To be applied by the home institution
DEADLINE	Applications should include a CV and letter of interest. The deadline for receiving applications is 5th October 2012
CONTACT	Irene Cabañas irene.cd@unex.es International Officer for ERASMUS Placement International Relations Office University of Extremadura