

# Erasmus Student Work Placement in Spain

EMPLOYER INFORMATION	
Name of organisation	UNIVERSITAT DE GIRONA (UdG)
Address inc post code	Pl. Sant Domènec, 3 17071 Girona (Spain)
Telephone	+34 972 418340
Fax	+34 972 418031
E-mail	informacio@udg.edu
Website	www.udg.edu
Number of employees	1856
Short description of the company	The Universitat de Girona (UdG) is a public, multipurpose and interdisciplinary university, rooted in and shaped by a country rich in culture and knowledge that has been at the crossroads of civilisation. It has opened itself to Europe thanks to a first-rate commitment to economic and social development. It offers programmes in a variety of fields in the sciences, technology, the humanities and the humanities and the arts, the social sciences, education and health, with nine faculties and schools on three campuses.
CONTACT DETAILS	
Contact person for this placement	Prof. Lluís Prats
Department and designation, job title	Business administration, management and product design
Direct telephone number	+34 972419720
E-mail address	lluis.prats@udg.edu
APPLICATION PROCEDURE	
Who to apply to (including contact details)	Prof. Lluís Prats <a href="mailto:lluis.prats@udg.edu">lluis.prats@udg.edu</a> +34 972419720
Deadline for applications	Applications will be accepted until the place is covered.
Application process	Interested students must send by email the following documentation: - CV - Academic certificates
Please provide as much information on the placement as possible – too much information is better than not enough!	
PLACEMENT INFORMATION	
Department, Function	International Office (Oficina de Relacions Exteriors)
Location	Pl. Sant Domènec, 3 17071 Girona (Spain)
Start Date	15/11/2012 or as soon as possible
Duration	6 months (from 15/11/2012 to 21/06/2013)
Working hours per week	25 hours (9h – 14h)
Description of activities, tasks	The student will work as a support of the staff at the International Office of the UdG regarding: 1. Eurotowns Univ. Network - Administrative support for the Management of the network. - Development of the international communication platform of the network.

	<ul style="list-style-type: none"> <li>- Follow up of the institutions' engagement to the network.</li> </ul> <p>2. Administrative support for the management of students' placement internship programs</p>
Accommodation (please select)	Accommodation is on the student expense. The UdG can help the student to find accommodation.
Details of financial and "in kind" support to be provided	<p>Erasmus Placement grant (requested by the student to his/her home institution).</p> <p>Students will be granted the same facilities as the students enrolled in the university, as free access to the library, computer facilities and to wireless connection. They will benefit of the support to incoming students service and special rates to use the sport facilities of the UdG Sports Service.</p>
Other	
<b>COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS</b>	
Languages and level of competence required	<p>Good command of English B2 (written and spoken). Spanish language skills will be taken into consideration.</p> <p>Good intercultural communication skills.</p> <p>Creativity and self-engagement.</p>
Computer skills and level of skills required	Must be a student enrolled on a Bachelor or Master level degree course.
Drivers license	Not required.
Other	