

**Office of International Relations
ERASMUS WORK PLACEMENTS AT THE UNIVERSITY OF ALCALÁ (SPAIN)**

The University of Alcalá offers a unique opportunity for students from European Universities to do an internship at the **Office of International Relations at Alcalá University** within the framework of the LLP ERASMUS PLACEMENTS.

The University of Alcalá is an institution with a strong international profile. Close ties with almost 350 universities world-wide form the basis for the mobility of students, faculty and staff and numerous joint projects in teaching and research. The Office of International Relations handles mobility flows for more than 600 outgoing and 600 incoming students as well as for outgoing and incoming researchers and teaching staff.

DETAILS ON THE INTERNSHIP

Number of students: 2

Duration of internship: 3 months, each.

Possible internship periods:

A. May 1 – July 31, 2012

B. August 20 – November 20, 2012

Working hours: 25 hours / week

WHAT ARE THE RESPONSIBILITIES?

The Office of International Relations is searching for someone who supports the team with welcoming our exchange students for the academic year 2012 – 2013.

WHAT DO WE EXPECT?

- B1/B2 knowledge of Spanish and English
- Good level of organizational skills
- Experience in working with various computer programs (Microsoft Office)
- Reliability and enthusiasm!

FINANCIAL SUPPORT?

- Students will have to apply for ERASMUS funding through their home university

HOW TO APPLY?

Please send

- a motivation letter
- your curriculum vitae
- copy of your passport

by email to Erasmus.incoming@uah.es

Please indicate which internship period (A or B) you are interested in.

The team of the Office of International Relations is looking forward to receiving your application and welcoming you in the team!

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