

Assistant at International Relations Department

General information:

- **Period:** 1 Sep, 2016 to 28 Jul, 2017
- **Application Deadline:** 20 Jun, 2016
- **Length:** 11 months (**Full-time**)

About the UIC Barcelona:

- **Overview:** Universitat Internacional de Catalunya (UIC Barcelona) is a private university created in 1997 that bases its ideals in Christian Humanism. UIC is looking an intern for one of its three campus located in Barcelona (c/Immaculada 22). The mission of the intern is to provide general assistance to the daily work of UIC's central Service for International Relations, that helps its 8 faculties in all aspects related to internationalization, mainly incoming and outgoing student and staff mobility outside Spain. UIC has over 200 international agreements with 38 countries both inside and outside the EU.

Key Responsibilities:

1. Monitoring incoming and outgoing mobility programmes (before, during and after the stay): prepare certificates, inform students, write emails, answer student requests, check required documents, etc.
2. Mailing students and partners about the mobility processes.
3. Preparation of documents (Excel, PPT, etc.)
4. Promotion of and communication about activities organised for exchange students
5. Management of our Facebook group for International Exchange Students
6. Support in the research and preparation of paperwork and proposals
7. Explore possibilities for new international agreements
8. Support in the preparation of international visits to UIC
9. Assistance in the preparation of events for incoming and outgoing students (informative sessions, guided tours in Barcelona, cultural events)
10. Assistance in preparing travel and international trade fairs and other events.
11. Collaborate in the preparation of new material for the webpage
12. Archiving documents
13. Any needed tasks needed to provide support to a dynamic and friendly team


The ideal candidate:

- You have a high level of fluency in spoken and written English **and Spanish** (min. of B2). (you will need to work independently in both languages)
- Knowledge of Office systems required (word, power point, excel mainly)
- You are an enthusiastic, responsible, friendly, dynamic, committed, respectful person.
- You like team work
- You are able to multitask
- A previous international study/work experience will be a plus

Traineeship characteristics & Benefits:

- **Salary:** we will provide salary or financial compensation for accommodation, to be negotiated depending on the candidate's profile. Lunch at the University's canteen and daily ticket for transport to the university are also included.
- **Length and starting date:** Preferably, 1 full academic year, full-time (10-11 months), starting in September/October, but open to negotiation.
- **Working hours:** from 9h to 18h. (1 hour break for lunch)
- **Holidays:** Christmas period (2 weeks) and Eastern (1 week), plus some extra days.
- **Language course:** There could be access to a Spanish language course if needed. Catalan language and culture courses are available for free.
- **Other services:** sports, library, culture... more information, available at: <http://www.uic.es/en/services>
- **Accommodation:** We can help you find accommodation in shared/whole apartment or a residence. <http://www.uic.es/en/accommodation>

Additional Information

- Video for incoming students: <https://www.youtube.com/watch?v=7n2uyH6WU80>
- Example of detailed information for a particular faculty (Business)
<http://www.uic.es/en/ade/international/international-mobility/incoming-students>
- Attachment:  [UIC INTERNACIONAL 2015 ENG V7.pdf](#)

If interested, please send your CV and motivation letter to: relint@uic.es for the selection process. We look forward to welcoming you at UIC Barcelona!

Contact Details:

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