

Erasmus Student Work Placement in the UPCT

INSTITUTION	Universidad Politécnica de Cartagena (UPCT) / Technical University of Cartagena
SHORT DESCRIPTION OF THE INSTITUTION	The UPCT is a public institution, established in 1998 and as such is the youngest Technical University in Spain. It is comprised of 7 Schools of Engineering, Business and Architecture and offers several Master and PhD Programmes.
LOCATION	South-East of Spain (Región of MURCIA) Address: Plaza del Cronista Isidoro Valverde, s/n - Edificio "Rectorado" - 30202 Cartagena - SPAIN
MAIN ACTIVITY OF THE PLACEMENT	Postgraduate Studies Office of the Faculty of Business is in charge of all the questions related to this kind of studies (Master and PhD Programmes)
PLACEMENT OFFERED	Assistant at Postgraduate Studies Office of the Faculty of Business, giving general administrative support and customer service (The trainee will have occasional contacts with the public, especially students that ask for information about this kind of studies).
STUDENT PROFILE	Any relevant discipline (Business studies, Marketing, Informatics, Communication and Translation and Interpretation/Language degrees are considered an advantage) Knowledge of Spanish (minimum B2) and English (minimum B2) Good computer skills Mature, responsible, organised, able to work on his/her own and with other people. Versatile.
TYPE OF STUDIES	Any relevant discipline
LEVEL OF STUDIES	Undergraduate or postgraduate student
DESIRED SKILLS	Interested in communication, social media, community management, mass media, translation, good with languages Necessary basic computing skills (Word, Excel, Access,

	<p>PowerPoint)</p> <p>Familiar with the internet, social networks and web design and maintenance</p> <p>Capability of working in an international environment</p>
LANGUAGE	<p>Spanish – B2 written and spoken (minimum)</p> <p>English – B2 written and spoken (minimum)</p>
NATIONALITY	Any
STARTING DATE	From September the first, 2015
DURATION	11-12 months
WORKING HOURS	25 hours per week from 09:00 to 14:00
SALARY	No financial contribution
ERASMUS / LEONARDO GRANT	To be applied for at the home institution (or country)
ACCOMMODATION	In the University's residences: about 540 € per month (subject to availability) or in a flat to be shared with other students (average 175 € per student per month)
DEADLINE	Applications should include a CV and a motivation letter. The deadline for receiving applications is a.s.a.p.
CONTACT	<p>Miguel Ángel Tobarra González – Vicedecano de Posgrado y Doctorado-Vicedean of Postgraduates Studies</p> <p>Facultad de Ciencias de la empresa</p> <p>C/ Real, 3 – 30.201</p> <p>Telephone: +34 968 325625/ 325573</p> <p>Email: miguel.tobarra@upct.es</p>