

## Assistant at International Relations Department

### General information:

- **Period:** May - Sep, 2018 to end July, 2019
- **Application Deadline:** 30 Jun, 2018
- **Length:** 10-12 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.

UIC Barcelona has been receiving international interns for three academic years so far and the experience has been excellent!

### 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/Instagram 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 monthly salary or financial compensation for accommodation, to be negotiated depending on the candidate's profile. It's also provided: lunch at the University's canteen, plane ticket to Barcelona (arrival and departure), additional return plane ticket (during Christmas or Eastern holidays), daily ticket for transport to the university, insurance, Catalan language course. Nevertheless, we also expect the candidate to receive Erasmus+ scholarship for his/her traineeship, coming from its home university, since the salary paid by UIC Barcelona is not sufficient to live in Barcelona.
- **Length and starting date:** Preferably, 1 full academic year, full-time (10-12 months), starting in September/October, but open to negotiation. In this case, we are looking for two interns: one that starts around May-June and another that starts in September.
- **Working hours:** from 9h to 18h. 1 hour break for lunch.
- **Holidays:** It depends on the length of the stay. For internships up to 3 months, 1 day of holidays/per month. For internships between 4 and 7 months, 1,25 days of holidays/per month. For internships of more than 8 months, 1,4 days of holidays/per month.
- **Language course:** There could be access to a Spanish language course if needed. Catalan language and culture courses are available for free. The trainees are expected to learn Catalan during their stay.
- **Other services:** sports, library, culture... available: <http://www.uic.es/en/services>
- **Accommodation:** We can help you find accommodation in an apartment (shared or not) or a residence. <http://www.uic.es/en/accommodation> and [www.bcu.cat/en](http://www.bcu.cat/en)
- **Important information:** This internship will take place under the framework of the Erasmus+ program, and an Erasmus+ traineeship agreement will be signed. Thus, it is important that the candidate is still linked to a European university when applying to it. Its home university will be involved in the process: first by accepting that the candidate is eligible for the Erasmus traineeship program (be it a curricular traineeship or a recent graduate traineeship) and second by signing the documents and normally by giving Erasmus funds to the candidate.
- **Level of studies:** We are open both to Bachelor and Master students (final year students or recent graduates). And accept all areas of study (not only the three mentioned of Business, Communications and Languages&Philological Sciences)

## Additional Information

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

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

**Contact Details:** UIC Barcelona (Barcelona Campus) - Immaculada, 22 - E- 08017 Barcelona, Spain [relint@uic.es](mailto:relint@uic.es) - Tel.: + 34 93 254 18 00