



Erasmus+ Student Traineeship in Madrid, Spain

Universidad CEU San Pablo

Job title: Assistant at the Admissions and New International Student Service, Montepincipe Campus, Madrid Alcorcon

Requirements:

- Spanish + English (minimum B2 level of both languages) any additional languages welcome
- Be enthusiastic, proactive, collaborative, respectful and responsible
- Have a traineeship agreement with your University or be part of the Erasmus+ program.

Main duties include:

- Support of the International Admission Department: reception of calls, file and mail management, providing information on the University's academic offer, reception of visitors on campus, visits to University facilities, translation of documents, assistance with organization of events, etc.

Application procedure:

- Send CV and a cover letter to the contact person
- Deadline for applications: 18/01/2019

More info:

- Start date: beginning of March 2019 until 30/09/2019
- Working hours per week: 33
- Financial support and benefits: 200 € per month, possibility of a language course and one free meal a day in the University canteen.

Contact person: Izabela Daleszak
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