

**ONE POSITION AVAILABLE FOR ERASMUS+ TRAINEESHIP AT THE
INTERNATIONAL RELATIONS OFFICE
UNIVERSITY OF DEUSTO, Campus San Sebastián - SPAIN**

<u>EMPLOYER INFORMATION</u>	
Organisation	University of Deusto
Address	Mundaiz, 50. 20012 San Sebastian - Spain
Website	https://www.deusto.es/
Contact person	Elena Lamarain - International Internships Officer
E-mail	practicas.internacionales.ss@deusto.es
<u>PLACEMENT INFORMATION</u>	
Department	International Relations Office, which is mainly in charge of mobility programmes for Outgoing and Incoming students (Study and Internships), teachers and staff.
Duration	Minimum 2 months
Location	San Sebastian Campus - Mundaiz, 50. 20012 San Sebastian - Spain
Starting date	February/ March 2024 (preferably in February)
Working hours	9:00-14:00, 25 h/week
Payment	No salary, the student is expected to have an Erasmus+ grant or other financial support.
<u>TRAINEESHIP DESCRIPTION</u>	
Main responsibilities and tasks	<ul style="list-style-type: none"> ● Providing general administrative support to the International Relations Office Team ● Assist in the renewal of agreements with partner universities ● Support in the search for new partner universities ● Assist in the organization of welcome and farewell events for international students. ● Assistance for international visits ● Working with different social media channels to promote internationalization at university. ● Working with Excel sheets, registration of data ● Contribution to marketing and promotion activities for partner universities ● Other tasks can eventually be added, depending on the performance of the intern
Profile	<ul style="list-style-type: none"> ● Student enrolled at a Bachelor's or Master's level or a recent graduate who can receive Erasmus+ grant or other financial support ● Strong English skills (spoken and written) - at least level B2 required ● Spanish skills recommended (spoken and written) - level B1 ● Strong communication skills and intercultural awareness
Application procedure	<ul style="list-style-type: none"> ● Send your CV together with a cover letter describing why you would like to do an internship at the University of Deusto ● Send a Letter of Recommendation ● Online interview is required ● Applications should be sent by email to practicas.internacionales.ss@deusto.es ● For any further details, do not hesitate to contact us.