

## Erasmus Student Traineeship at the International Center (Universitat Rovira i Virgili)

<b>EMPLOYER INFORMATION</b>	
Name of organisation	International Center - Universitat Rovira i Virgili
Address inc post code	Avinguda dels Països Catalans 17 43007 - Tarragona
Location	Tarragona - Spain
Telephone	+34 977 55 81 29
Fax	+34 977 20 18 64
E-mail	<a href="mailto:mobility.internship@urv.cat">mobility.internship@urv.cat</a>
Website	<a href="http://www.urv.cat/international/en_index.html">http://www.urv.cat/international/en_index.html</a>
Number of employees	13
Short description of the company	<p>The objectives of the I-Center are to:</p> <ul style="list-style-type: none"> <li>- Increase the international visibility of the URV.</li> <li>- Promote the internationalisation of the university community.</li> <li>- Provide for all the URV's internationalisation processes.</li> <li>- Provide support for all the URV students and staff engaged in international visits.</li> <li>- Act as a one-stop shop for visiting international students and staff during their time at the URV.</li> </ul> <p>The I-C is internally organized into three areas with different functions:</p> <ul style="list-style-type: none"> <li>- Hosting</li> <li>- Strategy</li> <li>- Mobility</li> </ul>
<b>CONTACT DETAILS</b>	
Contact person for this placement	Marina Casals Sala
Department and designation, job title	Head of the International Center
Direct telephone number	+34 977 55 8461
E-mail address	<a href="mailto:marina.casals@urv.cat">marina.casals@urv.cat</a>
<b>APPLICATION PROCEDURE</b>	
Deadline for applications	Ongoing application 2019
Application process	<p>Applications should include:</p> <ul style="list-style-type: none"> <li>- Academic record/transcript</li> <li>- CV</li> <li>- Letter of motivation.</li> </ul> <p>The applicant should come from a University that already has an agreement with the URV.</p>
<b>PLACEMENT INFORMATION</b>	
Placement offered	<p>We are looking for a student or recent graduate with communicative skills, capable of working in a team, and fluent in English, to contribute in the back office tasks.</p> <p>The intern will have supervision and guidance from the office staff and</p>

	autonomy in working in various areas of hosting, buddy programme, and other administrative issues.
Student profile	Student or recent graduate of any field of study. Good computer skills. Knowledge of data bases. Mature, responsible, organised, able to work on his/her own. Interested in internationalisation. Willingness to innovate.
Desired skills	Flexibility in the working approach. Capability of working in an international environment. Empathy and easy-going. With problem-solving skills.
Start Date	As of January 2019
Duration	6-12 months
Accommodation	The I-Center can help the intern in finding a place to live by offering information on the different options available.
Contribution	Erasmus+ placement grant.
<b>COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS</b>	
Languages and level of competence required	English – written and spoken Knowledge of Spanish is a plus.
Computer skills and level of skills required	Basic computing skills (Word, Excel, Access, PowerPoint).