

TRAINEE AT THE INTERNATIONAL OFFICE

Last updated 9 July 2024

Description

The Universidade de Vigo is a young public academic institution officially founded in 1990 which is organized in three Campuses, placed in three different cities, Vigo, Pontevedra and Ourense- all of them in the South of Galicia, Northwest of the Iberian Peninsula. It has around 21,000 students in 121 official Bachelor and Master's Degrees and 42 PhD programmes. Our institution leads a Campus of International Excellence, awarded by the Spanish Ministry of Education in 2010, a Campus of the Sea which gathers the teaching and researching efforts of seven public universities in Galicia and North of Portugal, as well as those of two national research organisms. The International Office is looking for an intern (up to 12 months) who will help with the following tasks:

- Support to international students and staff (registration, general information, internal procedures, volunteering, etc.)
- Support to international activities (international weeks)
- Linguistic support in English and translation of documents to English.
- Support in Spanish to national students and staff willing to participate in international programmes.

Job related skills

- Excellent knowledge of Spanish (B2) and English (C1).
- Any relevant discipline (Computing, Business and Translation and Interpretation/Language degrees are considered an advantage)
- Good computer skills (Word, Excel, PowerPoint)
- Mature, responsible, organised.
- Interested in international programmes.
- Familiar with the internet and social media.
- Capability of working in an international environ

Benefits

No financial contribution. Students must apply for an Erasmus+ grant at their home institution/country.

Possibility of free Spanish courses, financed by the International Office, at the Language Center.

Host

Universidade de Vigo

City

Vigo (SPAIN)

Study Domain(S)

Language,Business Administration,International Management,Informatics and Information Sciences,Communications,Linguistics

Valid until

30 November 2024

Languages

English,Spanish

Study Degree

Bachelor,Master

Payment

Not Paid

Certification

Uncertified

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