

Student Traineeship Opportunity at International Center (Universitat Rovira i Virgili)

EMPLOYER INFORMATION	
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	mobility@urv.cat
Website	https://www.urv.cat/ca/vida-campus/serveis/mobilitat/
Number of employees	17
Short description of the company	<p>The objectives of the I-Center are to:</p> <ul style="list-style-type: none"> - Increase the international visibility of the URV. - Promote the internationalization of the university community. - Provide for all the URV's internationalization processes. - Provide support for all the URV students and staff engaged in international visits. - Act as a one-stop shop for visiting international students and staff during their time at the URV. <p>It is internally organized into three areas with different functions: Hosting, Strategy, Mobility.</p>
CONTACT DETAILS	
Contact person for this placement	Núria Golobardes
Department and designation, job title	Mobility coordinator of the International Center
Direct telephone number	+34 977 25 6595
E-mail address	mobility.internship@urv.cat
APPLICATION PROCEDURE	
Deadline for applications	4 August, 2023
Application process	<p>Send an email to mobility.internship@urv.cat with this subject: IC traineeship</p> <p>Applications should include:</p> <ul style="list-style-type: none"> - Academic record/transcript, - CV, - Letter of motivation.
PLACEMENT INFORMATION	
Placement offered	We are looking for a student or recent graduate with communicative skills, capable of working in a team, and fluent in English, to support the international administrative task team.

Student profile	Student or recent graduate of Tourism, Modern Languages or other international studies. Good computer skills. Mature, responsible, organised, able to work on his/her own. Interested in internationalisation.
Desired skills	Flexibility in the working approach. Capability of working in an international environment. Creativity. With problem-solving skills.
Start Date	1 September 2023
Duration	3 months (August is non-activity month)
Accommodation	The I-Center can help the intern in finding a place to live by offering information.
Contribution	Erasmus+ or Aurora traineeship grant by home institution.
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	English – written and spoken. Good Knowledge of Spanish is a plus.
Computer skills and level of skills required	Basic computing skills (Word, Excel, Access, PowerPoint).