

Universidad Católica de Ávila

The company

Location	Ávila, Spain
Type of business	Higher education
Job function	International Office

Trainee's profile

Languages required	Good written and spoken communication skills in Spanish and English
Education	Completed at least 2 years of university study
Computer skills	Excel, Word and electronic communications
Required skills	<ul style="list-style-type: none">● Flexibility to perform a range of tasks, including basic administrative work● Ability to communicate with people whose first language is not Spanish● Good interpersonal skills● Cultural awareness and sensitivity to deal with international students

Job description

Job content

- Support on various aspects of the administration of mobility programmes, including promotion, record-keeping, monitoring and event organisation
- Contributing to the development and improvement of the Erasmus programme
- Using and developing day-to-day systems for data storage and reference
- Processing Erasmus+ paperwork for Catholic University of Ávila students
- Promoting language courses offered within the Institute of Spanish Language and Culture
- Support on processing applications for the Institute of Spanish language and Culture
- Providing additional support for International Officers during busy periods
- Undertaking other relevant duties as a part of the wider team in the International Office

Benefits

A bus pass for the local area will be provided by the university.

Holidays

2 days per month of work