

## 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                                | <a href="mailto:international@urv.cat">international@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                   | 15   |
| 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 internationalization of the university community.</li> <li>- Provide for all the URV's internationalization 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>It is internally organized into three areas with different functions: Hosting, Strategy, Mobility.</p> |
| CONTACT DETAILS                       |  |
| Contact person for this placement     | Marina Casals Sala   |
| Department and designation, job title | Head of the International Center   |
| Direct telephone number               | +34 977 25 6595  |
| E-mail address                        | <a href="mailto:mobility.internship@urv.cat">mobility.internship@urv.cat</a>   |
| APPLICATION PROCEDURE                 |  |
| Deadline for applications             | 15 <sup>th</sup> June, 2022  |
| Application process                   | <p>Send an email to <a href="mailto:mobility.internship@urv.cat">mobility.internship@urv.cat</a> with this subject: <b>IC Agreements traineeship</b></p> <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>   |
| 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 contribute to the development of the interinstitutional agreements in order to digitalise the   |

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|  | Erasmus Agreements (EWP) and give support to MOU in other international agreements.   |
| Student profile  | Student or recent graduate of Law, Modern Languages or other international studies.<br>Good computer skills.<br>Mature, responsible, organised, able to work on his/her own.<br>Interested in internationalization. |
| Desired skills   | Flexibility in the working approach.<br>Capability of working in an international environment.<br>Creativity.<br>With problem-solving skills.   |
| Start Date   | As soon as possible   |
| Duration   | 2 to 6 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.   |
| <b>COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS</b> |   |
| Languages and level of competence required             | English – written and spoken.<br>Good Knowledge of Spanish is a plus.   |
| Computer skills and level of skills required           | Basic computing skills (Word, Excel, Access, PowerPoint).   |