

## Erasmus Student Traineeship in Spain

<b>EMPLOYER INFORMATION</b>	
Name of organisation	University of Vic
Address inc post code	C/ Sagrada Família, 7. Vic 08500. Spain
Telephone	3493881222
Fax	
E-mail	<a href="mailto:relin.fetch@uvic.cat">relin.fetch@uvic.cat</a>
Website	<a href="http://www.uvic.cat">www.uvic.cat</a>
Number of employees	500
Short description of the company	The institution, which strives "to promote and exercise study, scientific and humanistic research, develop peoples professional skills and, overall, progress socially, culturally and economically", is based on the principles of "freedom, justice, equality, solidarity and plurality found in open societies". It is a new model of a private university as far as its method of management and administration is concerned. However, it also maintains a clear vocation towards public service and a responsibility to its surroundings; with an optimum dimension for educational efficiency; an international vision and focus on the practical training with an objective to provide students with a professional outlook.
<b>CONTACT DETAILS</b>	
Contact person for this placement	Sílvia Codinachs
Department and designation, job title	Internationalisation Unit Registrar
Direct telephone number	0034938816464 ext: 1302
E-mail address	<a href="mailto:relin.fetch@uvic.cat">relin.fetch@uvic.cat</a>
<b>APPLICATION PROCEDURE</b>	
Who to apply to (including contact details)	Sílvia Codinachs
Deadline for applications	
Application process	Email with CV
Please provide as much information on the placement as possible – too much information is better than not enough!	
<b>PLACEMENT INFORMATION</b>	
Department, Function	The Internationalisation Unit is a decentralised department in the Faculty of Education, Translation and Humanities within the University of Vic. The main goal of this department is to provide support to the University community in terms of Internationalisation.  We work with a great variety of programs including, but not limited to: study abroad programs, placement abroad programs, programs of short length, research groups, staff

	<p>mobility, and teaching mobility. In addition, we help with the internationalisation of the curriculum and promotion of the faculty's international activities.</p> <p>The placement student will help develop international relations and coordinate the activities of the Faculty of Education, Translation and Humanities. This involves support and feedback to the University management on international issues and developing the international agreements for the University. He/She will be responsible for the development of various tasks related to social media, relaying of information, communication, organisation and cooperation between the students and Internalisation Unit within the Faculty Education, Translation and Human Sciences.</p> <p>The placement student will play a key role in pushing forward with various initiatives as well as supporting the ongoing work in the development of policies and strategies to engage various institutions, multilateral organisations, and other key internationally based stakeholders.</p>
Location	Vic, Spain
Start Date	October
Duration	from 3 month to a full academic year
Working hours per week	25
Description of activities,tasks	<p>Key tasks include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Manage strategic inward and outward international visits.</li> <li>• Manage international events and projects</li> <li>• Create strategic international partnerships.</li> <li>• Manage a range of European partnerships and networks.</li> <li>• Support key global connections, working closely with partner organisations.</li> <li>• Develop content of existing agreements.</li> <li>• Investigate new agreements that would be beneficial to the University.</li> <li>• Initiate and carry out negotiations over new agreements.</li> <li>• Encourage participation in the University's own agreements, as well as students and researchers involvement in EU programs.</li> <li>• Provide information to the staff and students regarding: the possibility of participating in exchange agreements, the initiatives of the national government, the EU in international relations on higher education, etc.</li> <li>• Ensure an efficient follow-up and quality assurance of the exchange programs.</li> <li>• Arrange meetings, seminars, etc. related to international affairs and receive delegations from the University.</li> </ul>
Accommodation	Not provided, although the Internationalisation Unit can provide help.

Details of financial and “in kind” support to be provided	No financial aid provided
Other	
<b>COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS</b>	
Languages and level of competence required	English C1
Computer skills and level of skills required	
Drivers license	No
Other	