

## ERASMUS+ PLACEMENT OFFER

<b>Company</b>	Business Organization Department Faculty of Economics and Business Studies Universidad Autónoma de Madrid
<b>Location</b>	Madrid, Spain
<b>Placement offered</b>	Assistant to the Business Organization Department
<b>Main activity</b>	Collaboration on the execution and management international & national educational and management projects
<b>Tasks of the trainee</b>	<p>Tasks of the trainee will focus on looking and analyzing the landscape of employability. Particularly, the candidate will participate in the project to, i.e., search for information on European Trade Unions Association, collect data and make analysis, look for internships opportunities, help in organizing international events with international partners, etc.</p> <p>Translation of Guidelines and other documents related to ECCE Program and platform from English to the intern's native language.</p> <p>Some other tasks will be to help in educational programmes and projects and assist lecturers.</p>
<b>Duration</b>	3 months
<b>Starting date</b>	From October on (tbc with student)
<b>Places available</b>	1
<b>Student profile</b>	Bachelor or master student
<b>Type of studies</b>	Any
<b>Level of studies</b>	Any
<b>Language</b>	English level B2 / Spanish level B2-C1
<b>Essential requirements</b>	Organizational skills, IT skills, excel and word advanced user, project management, sociable, organized, responsible, team worker
<b>Desired skills</b>	Enthusiasm, very good oral and written communication skills, time management skills, project management knowledge
<b>Knowledge, skills and competences to be acquired or enhanced</b>	Ability to work in an international environment, team work, communication skills, time management skills

<b>Nationality</b>	Any	
<b>Remuneration</b>	Yes, 200 euros per month (600 euros in total)	
<b>Fringe benefits</b>	Superb working environment in the best campus of Madrid	
<b>Grant</b>	Erasmus grant required	
<b>Accommodation</b>	No	
<b>Deadline to apply</b>	15th September 2017	
<b>Contact</b>	Contact person	Adriana Pérez Encinas adriana.perez.encinas@uam.es
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