

ERASMUS Student Traineeship Offer

EMPLOYER INFORMATION (Information Organisation)	
NAME OF ORGANISATION/ENTERPRISE	School of Agricultural and Forestry Engineering (ETSIAM) University of Cordoba http://www.uco.es/etsiam/
ADDRESS	Campus de Rabanales s/n. 14071 – Córdoba. SPAIN Tlfn. 00 34 957 21 84 32 Fax: 00 34 957 21 85 27 E_mail: relext@uco.es
NUMBER OF EMPLOYEES	Center for International Relations: 5 (full + part time employees) University wide: 2600
CONTACT DETAILS	
CONTACT PERSON	Campus de Rabanales s/n 14071 - Córdoba SPAIN Tlfn. 00 34 957 21 84 32 Fax: 00 34 957 21 85 27 E_mail: relext@uco.es Skype: relaciones_etsiam; Twitter: @ETSIAMRELEXT WebPage: http://www.uco.es/etsiam/principal/relaciones-exteriores/index.html
PLACEMENT INFORMATION	
DEPARTMENT/FUNCTION	The Vicedeanship for International and Institutional Relations and Students is ETSIAM's department for International Affairs. Our aim is to make student's mobility experience as easy and profitable as possible.
DESCRIPTION OF ACTIVITIES	The working language of the office is Spanish . Most of the office work is done both in Spanish or English but applicants will be able to work completely in English . - Updating database, updating homepage, Internet research - Providing administrative support for exchange students reception, supporting development of information for international students, processing documents related to agreements, application forms, accommodation, assisting international students with any needs they can have during their stay at the Faculty
DURATION	Start September 2017 OR start February 2018 Duration: At least three months, preferably longer.
WORKING HOURS PER WEEK	20 hours a week
HELP WITH FINDING ACCOMODATION	We can help you to find a room in a shared flat.
PAYMENT OR OTHER BENEFITS	Unfortunately ETSIAM can not pay any additional salary. Please inquire about e.g. an Erasmus+ traineeship grant or national scholarship at the international office of your home university. Spanish language classes are offered for free.
REQUIREMENTS	
ORAL AND WRITTEN LANGUAGE SKILLS	Good command of English (equivalent to level B1 or above) and Spanish
SKILLS	Computer literate – Microsoft packages Able to work in a team and individually
OTHER	
DOCUMENTS TO BE SUBMITTED	Please send your CV and letter of motivation (stating your preferred dates of beginning and ending of the internship) via email to: relext@uco.es
APPLICATION PERIOD	Application deadline: August, 15 th 2017 (for September) January, 15 th 2017 (for February)