

## Erasmus Student Work Placement in the UPCT

<b>INSTITUTION</b>	Universidad Politécnica de Cartagena / Technical University of Cartagena
<b>SHORT DESCRIPTION OF THE INSTITUTION</b>	The UPCT is a public institution, established in 1998 and as such is the youngest Technical University in Spain. It is comprised of 7 Schools of Engineering, Business and Architecture and offers several Master and PhD Programmes.
<b>LOCATION</b>	South-East of Spain (region of MURCIA) Address: ELDI – Edificio Este – 1ª Planta Calle del Ángel, s/n 30202 CARTAGENA
<b>MAIN ACTIVITY OF THE PLACEMENT</b>	University cooperation and international relations
<b>PLACEMENT OFFERED</b>	Assistance in the organization of events and student mobility programmes.  Maintenance of databases.  General administrative support (use of e-mail and telephone).
<b>STUDENT PROFILE</b>	Any relevant discipline (Computing, Business and Translation and Interpretation degrees are consider an advantage)  <b>Knowledge of Spanish and English</b>  Good computer skills  Mature, responsible, organised, able to work on his/her own
<b>TYPE OF STUDIES</b>	Any relevant discipline
<b>LEVEL OF STUDIES</b>	Undergraduate or postgraduate student
<b>DESIRED SKILLS</b>	Interested in international affairs  Ability and willingness to train in basic computing (Word, Excel, Access, PowerPoint)  Flexibility in approach to work

	Capability of working in an international environment
<b>LANGUAGE</b>	<b>Fluent Spanish – written and spoken</b> Knowledge of English
<b>NATIONALITY</b>	Any
<b>STARTING DATE</b>	As soon as possible
<b>DURATION</b>	6 months to 12 months
<b>WORKING HOURS</b>	25 hours per week from 09:00 to 14:00
<b>SALARY</b>	No financial contribution
<b>ERASMUS + GRANT</b>	To be applied by the home institution (or country)
<b>ACCOMMODATION</b>	In the University's residences: about 540 € per month (subject to availability) or in a flat to be shared with other students (average 175 € per student per month)
<b>DEADLINE</b>	Applications should include a CV and letter of interest. The deadline for receiving applications is a.s.a.p.
<b>CONTACT</b>	Anna Gargiulo - International Officer for student mobility International Office Universidad Politécnica de Cartagena (Spain) ELDI – Edificio Este Calle del Ángel, s/n 30202 CARTAGENA (Murcia) Teléfono: +34 968 325922 e-mail: <a href="mailto:anna.gargiulo@upct.es">anna.gargiulo@upct.es</a> <a href="http://www.upct.es">www.upct.es</a>