

Student Traineeship 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 25 65 95
Fax	+34 977 20 18 64
E-mail	http://www.urv.cat/international/en_index.html
Website	13
Number of employees	International Center - Universitat Rovira i Virgili
Short description of the company	<p>The objectives of the ICenter are to:</p> <ul style="list-style-type: none"> - Provide support for all the URV students and staff engaged in international visits. - Increase the international visibility of the URV. - Promote the internationalization of the university community. - Provide for all the URV's internationalization processes. - Act as a one-stop shop for visiting international students and staff during their time at the URV. <p>It is internally organized into three areas with different functions:</p> <ul style="list-style-type: none"> - Hosting - Strategy - Mobility
CONTACT DETAILS	
Contact person for this placement	Núria Golobardes
Department and designation, job title	International internships
Direct telephone number	+34 977 25 65 95
E-mail address	mobility.internship@urv.cat
APPLICATION PROCEDURE	
Deadline for applications	16 December 2016
Application process	<p>Applications should include:</p> <ul style="list-style-type: none"> - Academic record/transcript - CV - Letter of motivation.
PLACEMENT INFORMATION	
Placement offered	<p>We are looking for a student or recent graduate with communicative skills, capable of working in a team, and fluent in English, to contribute in the back office tasks.</p> <p>The intern will have supervision and guidance from the office staff and autonomy in working in various areas of hosting projects, in the fields of accommodation, buddy programme, and other administrative issues.</p>

Student profile	Student or recent graduate of Tourism, Business and Administration, and related. Good computer skills. Knowledge of data bases. Mature, responsible, organised, able to work on his/her own. Interested in internationalization. Willingness to innovate.
Desired skills	Flexibility in the working approach. Capability of working in an international environment. Empathy and easy going. With problem-solving skills.
Start Date	January 2017
Duration	6-12 months
Accommodation	The I-Center can help the intern in finding a place to live by offering information.
Contribution	The intern should seek his/her own financial contribution.
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	English – written and spoken Knowledge of Spanish/Catalan is a plus.
Computer skills and level of skills required	Basic computing skills (Word, Excel, Access, PowerPoint).