





Os Serviços de Relações Internacionais divulgam informação sobre a seguinte oferta de estágio internacional:

<b>Entidade:</b>	CEU San Pablo University
<b>Website:</b>	<a href="http://www.rrii.uspceu.es">www.rrii.uspceu.es</a>
<b>Oferta de estágio em:</b>	Relações Internacionais, Negócios Internacionais, Línguas ou outras áreas similares
<b>Localização:</b>	Espanha
<b>Procedimento de candidatura:</b>	Consultar a oferta em anexo
<b>Oferta recebida em</b>	14 de novembro de 2018
<b>Anúncio:</b>	<p>Dear Partner,</p> <p>Greetings from Madrid!</p> <p>Once again we have the pleasure to announce an opportunity for an internship joining us in the International Office for the next spring semester 2019. Please find attached a document with a detailed description of the duties and deadlines.</p> <p>If you have any further questions, do not hesitate to contact us.</p> <p>Kind regards,</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;">     </div> <div style="border-left: 1px solid black; padding-left: 10px;"> <p><b>Mareike Kiwitt</b>            Coordinadora de Movilidad Internacional            International Mobility Coordinator            Vicerrectorado de Relaciones Internacionales  <b>UNIVERSIDAD CEU SAN PABLO</b>            C/ Julián Romea, 20 – 28003 Madrid</p> </div> </div>

Salientamos que o programa Erasmus+ permite a realização de três tipologias de estágio: curricular, extracurricular e recém-graduado (informações adicionais em: <https://alunos.uminho.pt/PT/estudantes/programasmobilidade/Paginas/EstagiosErasmus.aspx>).

Será importante referir que a possibilidade de atribuição de uma bolsa Erasmus Placement ao candidato selecionado estará sempre dependente do cumprimento dos requisitos de elegibilidade associados ao Programa Erasmus+. Para a formalização deste processo o estudante deverá contactar os SRI ([erasmusplacement@sri.uminho.pt](mailto:erasmusplacement@sri.uminho.pt)).

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**NO BOUNDARIES**

**SEM BARREIRAS**

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Siga-nos  

**INTERNATIONAL INTERNSHIP**  
**INTERNATIONAL OFFICE – CEU SAN PABLO UNIVERSITY**

**INTERNSHIP DESCRIPTION**

We are currently looking for an intern to join the International Relations team in CEU San Pablo University.

You will be responsible for assisting the team, working closely with staff and students and helping in the organization of international activities within the university community.

**TASKS**

The main tasks of the candidates will be:

Provide administrative support to the International Office team. The duties of the role include a range of general administrative duties (answering phone calls, dealing with student enquiries and correspondence)

Helping organize Welcome, Farewell day, International week, Café Erasmus

Collaboration with the CEU International Buddy Programme

The ideal candidates must have a good command of written and spoken English – B1 (Level of Common European Framework of Reference for Languages) and also good level of written and spoken Spanish – A2 or more.

The candidate must be familiar with the use of Microsoft Office and has to be highly organized and accurate while completing multiple tasks.

We are recruiting for positions for **Spring 2019 (14<sup>th</sup> January to 31<sup>st</sup> July 2019)**

The position is full time (8 hours/day), from Monday to Friday. The Applications are welcome from students who receive a traineeship grant under the Erasmus+ Programme.

CEU San Pablo University offers free Spanish Language courses, 200 € per month for living expenses and free meals from Monday to Friday at the Cafetería of the University.

**TO APPLY**

To apply, please send a CV and covering letter in English to the International Office to the following email address: [international.office@ceu.es](mailto:international.office@ceu.es) **before 10<sup>th</sup> December 2018.**

Please note:

- We can only accept applicants with the right to work in Spain.
- If you are finally selected to do the internship in CEU San Pablo you will have to get a work and a health insurance with coverage in Spain.
- Candidates should have an Erasmus + grant for traineeship.

**SELECTION OF CANDIDATES:**

Candidates will be informed about the final decision before 20<sup>th</sup> December 2018.

Madrid, 14<sup>th</sup> November 2018