

UVIC: TRAINEESHIP OFFER

Ref. Offer: **IN-RI1617/3 (FETCH)**

Position offered: **Traineeship at the Faculty of Education, Translation and Humanities**

Faculty/ Department/ Service: **Internationalisation Unit**

Responsible / Supervisor: **Mariano Pasarello**

Contact Person and email: **Silvia Codinachs – relin.fetch@uvic.cat**

- **Description of the position:**

The internationalisation unit works with a great variety of programs including, but not limited to: study abroad, placement abroad and short length programs, research groups, staff mobility, and teaching mobility. In addition, we foster the internationalisation of the curriculum and the promotion of international activities within our institution.

The trainee student will be asked to help develop international relations and coordinate the activities of the Faculty of Education, Translation and Humanities. He/ She will be responsible for an array of tasks related to social media, communication with international partners, organisation and cooperation between the students and Internationalisation Unit within the Faculty Education, Translation and Human Sciences.

The placement student will play a key role in pushing forward various initiatives as well as supporting the ongoing work and strategies to engage various institutions, multilateral organisations, and other key internationally based stakeholders.

- **Tasks to be carried out:**

- Manage strategic inward and outward international visits.
- Manage international events and projects
- Manage a range of European partnerships and networks.
- Support key global connections, working closely with partner organisations.
- Develop content of existing agreements.
- Encourage participation in the University's own agreements, as well as students and researchers involvement in EU programs.
- Provide information to the staff and students regarding: the possibility of participating in exchange agreements, the initiatives of the national government, the EU in international relations on higher education, etc.
- Ensure an efficient follow-up and quality assurance of the exchange programs.
- Arrange meetings, seminars, etc. related to international affairs and receive delegations from the University.

- **General requirements:**

- Proficient in one or more foreign languages, with good written communication skills.
- Ability to work in an intercultural and cross-cultural environment.
- Confidence to represent the International Unit when communicating with external partners.
- Motivation to be part of an international team.
- Ability to generate new ideas, flexibility to work on different projects and a pro-active attitude to the job.

- Familiarity with social networking sites.
- Interest in non-profit management and community development.
- Ability to learn quickly and think on their feet.
- Experience in Project management, organisational skills and international communication skills.

- **Field(s) of studies suitable for the position:**

Non-specific field of studies.

- **Period:** any period from September 2016 to June 2017
- **Total number of training hours a week:** 25 hours.

How to apply: Please fill out the application form and return it, by email, together with your CV and motivation letter to career.services@uvic.cat and the contact person relin.fetch@uvic.cat

Application Deadline: 15 December 2016.

The University of Vic – Central University of Catalonia

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