



## **Hosting Organization description**

UCAM Universidad Católica San Antonio de Murcia (<http://www.ucam.edu>) is a private university founded in 1996 with a clear mission: to provide students with the knowledge and skills to serve society, to contribute to the further expansion of human knowledge through research as an integral part of the development of man and mankind, and to participate in the evangelical mission of the Catholic Church in the areas of education and culture.

UCAM is known for its high quality research, excellent scientific environment, amiable working environment, and very enjoyable climatic, geographical and cultural surroundings. UCAM mission is to promote and foster University research activities, making it easy and accessible for our researchers, visitors, internships and Erasmus Plus students to participate in research projects and transferring knowledge and technology to businesses and society.

## **Location(s) of work-placements**

Vicerrectorate of International Relation (1<sup>st</sup> floor of the monastery)

## **Field(s) of internship**

International

## **Detailed tasks of trainee**

- attending international students.
- Web administration.
- increasing partnership base
- register students in our School Languages in the different courses offered.
- issue students certificates.
- Any other tasks needed to provide effective support to a dynamic and friendly team



# National HEI Consortium

Consorzio Nazionale degli Istituti di Istruzione Superiore



- File tasks.

Working hours at UCAM:

Monday-Friday 09:00-14:00 and 17:00-19:30

Holidays: all national holidays and one week in Christmas/Easter.

## Skills&Competences required

- Social skills
- Languages: Spanish (B1-B2), English (B1-B2)
- Ofimatic skills
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## Learning Outcomes expected

- Learn spanish culture
- Improve Spanish language.
- Learn skills to work in international environment
- Get better social skills