

ERASMUS WORK PLACEMENT

EMPLOYER INFORMATION	
Organization/ Institution/ Enterprise/ University	International Office – University of Huelva
Address	Building Juan Agustín de Mora, Hall 13 (in front of the University Canteen), Campus de El Carmen 21071 Huelva
Telephone	+34 959 21 94 94
E-mail	Drintero5@sc.uhu.es
Website	https://www.uhu.es/internacionalizacion/

CONTACT DETAILS	
Contact people for this placement	Grace McClintic
Department	International Internships
Direct telephone number	+34 959 219 838
E-mail addresses	Drintero5@sc.uhu.es

PLACEMENT INFORMATION	
Function of the Department	International Office Assistant/Trainee
Description of activities	Help organize events, correspondence with teachers and students, arrange statistics and dataa, prepare presentations, arrange information for incoming Erasmus students
Location	Huelva, Spain
Duration	2-12 months
Working hours per week:	25-30
Start Date:	Flexible
Accommodation:	http://uhu.es/english/sites/english/files/2023-10/alojamiento-v2-ENG_o_o.pdf

Application Procedure:	Email CV and cover letter to drintero5@sc.uhu.es
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COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	Spanish/English
Computer skills and level of skills required	Word/Excel