

Universidad Francisco de Vitoria (UFV) International Relations Office

International Mobility Coordinator Internship

MAIN FUNCTIONS AND RESPONSIBILITIES:

- **Support for the application process of international incoming students**
 - Management and control over incoming student's applications (id/passport, health insurance, visa, learning agreement, etc.)
 - Preparation of the letters of acceptance for the non-Erasmus students.
 - Review and approval of incoming student's schedules; control over those courses having limited spots for exchange students; email contact with incoming students solving questions concerning their schedules.
- **Organization of the mandatory Orientation Days (welcome days for incoming students) on the 8th & 9th September 2022, and 19th and 20th January 2023.**
 - Preparation of the welcome packs (info material, merchandising, USB with relevant documents).
 - Preparation of the welcome sessions (seating, presentation, information)
 - Support for the meet-and-greet-activities.
 - Front office service for "late arrivals" students who could not attend.
- **Front office**
 - Assistance to international students at the reception desk.
- **Organization and participation in cultural activities in and outside Madrid** (*pending on COVID-19 measures): cultural trips to Toledo, Avila, Segovia.
- **Support for the Buddy Program activities in and outside the UFV Campus**
- **Organization of the Farewell Event** (*pending on COVID-19 measures) **beginning December 2022**
 - Preparation of the Diplomas.
 - Organization of the Farewell event (seating, presentation, information, cocktail, farewell video).

REQUIREMENTS:

- University degree student
- Fluent in English and Spanish (at least B2 CEFR level)
- Basic Excel skills
- Organizational and communication skills.

WHAT DO WE OFFER?

International and multicultural environment, two weeks of holidays in August and ten days in December, flexibility (possibility to work from home) and a lot of fun, sweets and chocolate!

DATES:

- First position: June 2022 – October 2022, both included.
- Second position: November 2022 – February 2023, both included.
- Third position: July 2022 – September 2022, both included.

WORKING HOURS:

- 35 hours per week from Monday to Friday for the 1st and 2nd position.
- 15/20 hours per week from Monday to Thursday for the 3rd position.

RECEPTION OF APPLICATIONS:

Please, send your CV in English or Spanish together with a short paragraph explaining your motivation for this position and your availability for an interview to incoming@ufv.es