



Universidad
Pontificia
de Salamanca



Cofinanciado por
la Unión Europea

INTERNATIONAL MOBILITY INTERNSHIP AT THE PONTIFICAL UNIVERSITY OF SALAMANCA





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Intern at the Mobility and International Cooperation Office

Universidad Pontificia de Salamanca, Spain

The office of Mobility and International Cooperation of the Universidad Pontificia de Salamanca is looking for a student intern through the Erasmus+ traineeship programme.

Tasks:

- Assisting international and national students face-to-face and by email, in English and Spanish.
- Support in the organisation of activities and events carried out by the Mobility and international Cooperation Office.
- Reception and management of documents related to incoming and outgoing student mobility.
- Management of the Erasmus+ tools (Beneficiary module, OLA...).
- Administrative support in general.

Requirements:

- Knowledge of Office 365 (Excel, Word, Power Point).
- Minimum English level, B2.
- Minimum Spanish level, B1
- Social skills.
- 5 or 6 months stay (January/February 2025 to June 2025).

Employment benefits:

- Erasmus+ Traineeship grant from home institution.
- Working hours: Monday - Friday: 8:00h to 15:00h.
- 3 free days for personal matters by request.
- University holidays (Easter, regional holidays).

Location:

Calle Compañía 5, 37002 Salamanca, Spain.