

INTERNSHIP AT THE IRO OF THE FACULTY OF ECONOMICS AND BUSINESS OF THE UNIVERSITY OF BARCELONA

DESCRIPTION



UNIVERSITAT DE
BARCELONA

The International Relations Office of the Faculty of Economics and Business of the University of Barcelona is currently seeking a student to join us within the frame of the Erasmus Placement Programme.

The IRO is the unit in charge of coordinating international mobility programmes and relations with partner universities, as well as offering support and guidance to all incoming and outgoing students. Along with our young and enthusiastic team, the chosen candidate will be able to acquire multiple and valuable abilities and competencies, from experience in administrative tasks to marketing, event planning, web research or information management skills.

Studying abroad is a life changing experience and at the IRO we make sure each student receives proper attention for any inquiry he/she might have. We are constantly working towards improving the service provided and its utility and value for students and their exchange programme experience.

TASKS AND ACTIVITIES

- Assisting the staff of the IRO with administrative tasks
- Research possible partner universities around the world in order to establish new bilateral agreements
- Provide support for the events organised by the IRO such as the international week, international fair, welcome meetings or informative sessions regarding the mobility programmes available
- Maintaining data and organizing student files and information
- Providing content for the IRO website
- Develop a range of promotional materials and presentations

SKILLS REQUIRED

- Advanced knowledge of English
- Beginner/Intermediate knowledge of Spanish
- Good knowledge of the Microsoft Office pack (mainly Access and Excel)
- Highly committed and willing to enrich his/hers knowledge. Pro-activity, accuracy and efficiency are highly valued
- Communicative and open minded person
- Other languages and previous experience in a similar job are considered a plus

The schedule consists of 5 hours daily, from 14:00 to 19:00. Our office is based in the city of Barcelona. This position will provide the student with the possibility of developing his/hers professional skills within an international team and a unique environment such as the city of Barcelona.

Preferred duration: *September 2016 – January 2016* (shorter periods will be also considered)

The internship is not paid. The economic support received by the student depends strictly on the amount provided by the Erasmus Placement Programme or his/hers own resources. All living arrangements and expenses must be taken care of by the student.

All interested candidates must send their CV's to support.ori.fee@ub.edu. Candidates must also provide information regarding their availability to start the internship and how many months they want to participate in it.