

**INTERNATIONAL INTERNSHIP**  
**INTERNATIONAL OFFICE – CEU SAN PABLO UNIVERSITY**

**INTERNSHIP DESCRIPTION**

We are currently looking for two interns to join the International Relations team in CEU San Pablo University.

You will be responsible for assisting the team, working closely with staff and students and helping in the organization of international activities within the university community.

**TASKS**

The main tasks of the candidates will be:

**Internship - International Office:**

Provide administrative support to the International Office team. The duties of the role include a range of general administrative duties (answering phone calls, dealing with student enquiries and correspondence)

Assisting in designing marketing materials

Design communication actions to the outside through social networks, website, etc.

Helping organize Welcome, Farewell day, International week, Café Erasmus

Collaboration with the CEU International Buddy Programme

**Internship – International Extension Office (Study Abroad and Summer University):**

The main tasks of the candidates will be:

Collaboration in the design of the Travelling Summer University 2015

Collaboration in the information about the TSU 2015 to the target students

Design communication actions to the outside through social networks, website, etc.

The ideal candidates must have a good command of written and spoken English – B1 (Level of Common European Framework of Reference for Languages) and also good level of written and spoken Spanish – A2 or more.

The candidate must be familiar with the use of Microsoft Office and has to be highly organized and accurate while completing multiple tasks.

We are recruiting for positions for **Spring 2016**, for a minimum of six months

The positions are full time (8 hours/day), from Monday to Friday. The Applications are welcome from students who receive a traineeship grant under the Erasmus+ Programme.

**TO APPLY**

To apply, please send a CV and covering letter in English to the International Office to the following email address: [international.office@ceu.es](mailto:international.office@ceu.es) before **15<sup>th</sup> December 2015.**

Please note: We can only accept applicants with the right to work in Spain.

**SELECTION OF CANDIDATES:**

Candidates will be informed about the final decision before end of December.