**Placement Offer**

***Erasmus+ Traineeship 2015–Support to International Students***

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| |  | | --- | | **EMPLOYER INFORMATION** | |  | | |
| |  | | --- | | Name of organization | | Autonomous University of Barcelona |
| |  | | --- | | Address | | Campus UAB-Bellaterra |
| |  | | --- | | Postal Code | | 08193 |
| |  | | --- | | City | | Cerdanyola del Vallès (Barcelona) |
| |  | | --- | | Country | | Spain |
| |  | | --- | | Telephone | | +34 93 581 22 10 |
| |  | | --- | | Fax | | +34 93 586 80 25 |
| |  | | --- | | Website | | [www.uab.cat](http://www.uab.cat) |
| |  | | --- | | Number of employees | | University: around 4000. International Relations Office: 25. International Welcome Point: 7. |
| |  | | --- | | Year of foundation | | 1968 |
| |  | | --- | | Contact person | | Mireia Galí, Jorge Benítez |
| |  | | --- | | Department / Function | | International Relations Office/ Support to International Students at the International Welcome Point |
| |  | | --- | | Direct telephone number | | +34 93 581 41 65/ 49 55 |
| |  | | --- | | Direct e-mail address | | [Mireia.Gali@uab.cat](mailto:Mireia.Gali@uab.cat), [JoseJorge.Benitez@uab.cat](mailto:JoseJorge.Benitez@uab.cat) |

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| **PLACEMENT INFORMATION** | |
| Department / Function | International Relations Office/ Support to International Students at the International Welcome Point |
| Description of activities | -Support to international students (registration, info about accommodation, etc...)  -Legal support on immigration procedures  -Logistical support on internal procedures  -Email and phone call assistance to international students |
| Duration | Three months (from September 1st to November 30th) or two months (from September 1st to October 31th) |
| Working hours / Weekly hours | 30 hours weekly |
| City | Barcelona |
| Help with finding accommodation and insurance | Yes  No |
| Financial Contribution | Yes (if Yes, please specify the amount) EUR……./month  No |
| Other | Will be accepted only candidates that have received a grant from their sending institution (Erasmus+) |

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| **REQUIREMENTS** | |
| Oral and written language skills | English (level: ) B2  German (level: )  French (level: )  Spanish (level: ) B1  Italian (level: )  Russian (level: )  Other (level: ) Any other language will be appreciated |
| Computer skills | Ms Office applications |
| Drivers license | Yes  No |
| Other | It is mandatory to have medical insurance |

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| **ADMISSION PROCEDURE** | |
| Applications, steps of recruiting process | Send an email with your attached CV to international.welcome.point@uab.cat to the attention of Mireia Galí and Jorge Benítez |