



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 web research, information management, event planning or social media.

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

- Assist the staff of the IRO with administrative tasks.
- Provide help and assistance in a variety of tasks related to the exchange management.
- Gather information of our university partners in order to provide our students with systematic and better information for the mobility decision making.
- Provide support for the events organised by the IRO such as the international week, international fair, welcome meetings or informative sessions.
- Provide help and assistance with the check in and the enrolment of international exchange students.
- Update and compilation of data and data analysis.
- Creation of a variety of reports.
- Organizing student files and information.
- Creation of promotional material.

## SKILLS REQUIRED

- Advanced knowledge of English.
- Beginner/Intermediate knowledge of Spanish or Catalan is a plus.
- 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.
- Communicative and open minded person.
- Flexibility, adaptability and capable of managing multiple priorities.
- Ability to work independently according to the expected outcomes.
- Ability to make appropriate work related decisions
- Other languages, having participated in an international mobility program and previous experience in a similar job are considered a plus.

### Internship position details:

**Starting date:** 1<sup>st</sup> of September 2021.

**Duration:** Preferably, one academic year or one term. **Minimum ending date:** 15<sup>th</sup> of December of 2021.

**Positions:** 2 students during the full academic year or 2 students during the first term and 2 during the second term.

**Schedule:** 6/7 hours daily, from 10.00 to 16.00/17.00, to be determined.

*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. Our office is located 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.

Interested students have to send their CV and a motivation letter to [exchangeordinator.fee@ub.edu](mailto:exchangeordinator.fee@ub.edu) until the 17<sup>th</sup> of May.