

## Erasmus Student Work Placement in the UPCT

|   |  |
|---|--|
| <b>INSTITUTION</b>                          | Universidad Politécnica de Cartagena / Technical University of Cartagena   |
| <b>SHORT DESCRIPTION OF THE INSTITUTION</b> | The UPCT is a public institution, established in 1998 and as such is the youngest Technical University in Spain. It is comprised of 7 Schools of Engineering, Business and Architecture and offers several Master and PhD Programmes.  |
| <b>LOCATION</b>                             | South-East of Spain (region of MURCIA)<br>Address: Plaza del Cronista Isidoro Valverde, s/n - Edificio "Rectorado" - 30202 Cartagena - SPAIN   |
| <b>MAIN ACTIVITY OF THE PLACEMENT</b>       | News and visibility of the Technical University of Cartagena   |
| <b>PLACEMENT OFFERED</b>                    | Assisting and making improvements on the corporate website, sharing news and general administrative support (use of e-mail and telephone).<br><br>Customer service. The trainee will have occasional contacts with the public.   |
| <b>STUDENT PROFILE</b>                      | Any relevant discipline (Marketing, Communication and Translation and Interpretation/Language degrees are considered an advantage)<br><br><b>Knowledge of Spanish (minimum B2) and English (minimum B2)</b><br><br>Good computer skills<br><br>Mature, responsible, organised, able to work on his/her own and with other people. Versatile. |
| <b>TYPE OF STUDIES</b>                      | Any relevant discipline  |
| <b>LEVEL OF STUDIES</b>                     | Undergraduate or postgraduate student  |
| <b>DESIRED SKILLS</b>                       | Interested in communication, social media, community management, mass media, translation, good with languages<br><br>Necessary basic computing skills (Word, Excel, Access,  |

|                                 |  |
|---------------------------------|--|
|                                 | <p>PowerPoint)</p> <p>Familiar with the internet and social networks</p> <p>Capability of working in an international environment</p>  |
| <b>LANGUAGE</b>                 | <p>Spanish – B2 written and spoken (minimum)</p> <p>English – B2 written and spoken (minimum)</p>  |
| <b>NATIONALITY</b>              | Any  |
| <b>STARTING DATE</b>            | As soon as possible  |
| <b>DURATION</b>                 | 3 months to 12 months  |
| <b>WORKING HOURS</b>            | 25 hours per week from 09:00 to 14:00  |
| <b>SALARY</b>                   | No financial contribution  |
| <b>ERASMUS / LEONARDO GRANT</b> | To be applied for at the home institution (or country)   |
| <b>ACCOMMODATION</b>            | In the University's residences: about 540 € per month (subject to availability) or in a flat to be shared with other students (average 175 € per student per month)  |
| <b>DEADLINE</b>                 | Applications should include a CV and a motivation letter. The deadline for receiving applications is a.s.a.p.  |
| <b>CONTACT</b>                  | <p>Blasi Navarro – Jefe Servicio Comunicación</p> <p>Servicio de Comunicación UPCT</p> <p>Pl. del Cronista Isidoro Valverde, s/n</p> <p>Edificio "Rectorado" - 30202 Cartagena (Spain)</p> <p>Telephone: +34 968 325684/80</p> <p><a href="mailto:Blasi.navarro@rec.upct.es">Blasi.navarro@rec.upct.es</a></p> <p><a href="mailto:Comu.interna@upct.es">Comu.interna@upct.es</a></p> <p><a href="http://www.upct.es">www.upct.es</a></p> |