

ERASMUS+ PLACEMENT OFFER

INSTITUTION INFORMATION	
Name of organisation	Universidade de Vigo / University of Vigo
Address	International Office Campus Universitario s/n E-36310-Vigo (Spain)
Telephone	+34 986 813550
Website	http://www.uvigo.gal
Short description of the institution	The Universidade de Vigo is a young public academic institution officially founded in 1990 which is organized in three Campuses, placed in three different cities, Vigo, Pontevedra and Ourense- all of them in the South of Galicia, Northwest of the Iberian Peninsula. It has around 21,000 students in 39 degrees, 74 postgraduates and 42 PhD programs. Our institution leads a Campus of International Excellence, awarded by the Spanish Ministry of Education in 2010, a Campus of the Sea which gathers the teaching and researching efforts of seven public universities in Galicia and North of Portugal, as well as those of two national research organisms. As regards its scientific production, the Universidade de Vigo has been ranked 15th on the list of Spanish universities. On the last Shanghai Ranking it is on the top 500
CONTACT DETAILS OF THE INSTITUTION	
Contact person for this placement	Main contact: Amelia Rodríguez Piña Head of the IRO
Department	International Office
Direct phone and mail	Main contact: +34 /986 813751 dir.ori@uvigo.es
TRAINING PLACEMENT INFORMATION	
Department	International Office
Description of activities	<ul style="list-style-type: none"> - Support to international students and staff (registration, general information, internal procedures, volunteering, etc.) - Support to international activities (international weeks) - Linguistic support in English and translation of documents to English.

	- Support to national students and staff willing to participate in international programmes.	
Working language	Spanish and English	
Location	International Office Campus Universitario s/n E-36310-Vigo (Spain)	
Duration (3 months minimum; 12 months maximum)	Minimum 4 months. Possibility to extend the stay up to 12 months (to be confirmed with the coordinator).	
Working hours / week	30 hours per week from 08.30 to 14.30 h	
Accommodation	University of Vigo will help to find a good accommodation in a shared flat, with other students or in an individual apartment, even with a Spanish family.	
Internship grant	No financial contribution. Students must apply for an Erasmus+ grant at their home institution/country. Possibility of free Spanish courses, financed by the International Office, at the Language Center.	
COMPETENCES, SKILLS AND EXPERIENCE REQUIREMENTS		
Number of students required	2	
Competences required	<ul style="list-style-type: none"> - Excellent knowledge of Spanish and English. - Any relevant discipline (Computing, Business and Translation and Interpretation/Language degrees are consider an advantage) - Good computer skills (Word, Excel, Access, PowerPoint) - Mature, responsible, organised. - Interested in international programmes. - Familiar with the internet and social networks. - Capability of working in an international environment. 	
Degree (Master, Phd, Post Doc)	Undergraduate or postgraduate student	
DOCUMENTS REQUIRED		
Interested students must send by email ASAP, the following documentation:		
Presentation letter X	Curriculum Vitae X	Academic certificates <input type="checkbox"/>