

ERASMUS+ PLACEMENT OFFER

Company	Business Organization Department Faculty of Economics and Business Studies Universidad Autónoma de Madrid
Location	Madrid, Spain
Placement offered	Assistant to the Business Organization Department
Main activity	Collaboration on the execution and management international & national educational and management projects
Tasks of the trainee	<p>Tasks of the trainee will focus on looking and analyzing the landscape of employability. Particularly, the candidate will participate in the project to, i.e., search for information on European Trade Unions Association, collect data and make analysis, look for internships opportunities, help in organizing international events with international partners, etc.</p> <p>Translation of Guidelines and other documents related to ECCE Program and platform from English to the intern's native language.</p> <p>Some other tasks will be to help in educational programmes and projects and assist lecturers.</p>
Duration	3 months
Starting date	From October on (tbc with student)
Places available	1
Student profile	Bachelor or master student
Type of studies	Any
Level of studies	Any
Language	English level B2 / Spanish level B2-C1
Essential requirements	Organizational skills, IT skills, excel and word advanced user, project management, sociable, organized, responsible, team worker
Desired skills	Enthusiasm, very good oral and written communication skills, time management skills, project management knowledge
Knowledge, skills and competences to be acquired or enhanced	Ability to work in an international environment, team work, communication skills, time management skills

Nationality	Any	
Remuneration	Yes, 200 euros per month (600 euros in total)	
Fringe benefits	Superb working environment in the best campus of Madrid	
Grant	Erasmus grant required	
Accommodation	No	
Deadline to apply	15th September 2017	
Contact	Contact person	Adriana Pérez Encinas adriana.perez.encinas@uam.es
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