**Placement Offer**

***Erasmus+ Traineeship 2017–Support to International Students***

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| **EMPLOYER INFORMATION**  |
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|  Name of organization  |

 | Universitat Autònoma de Barcelona (Autonomous University of Barcelona) |
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|  Address  |

 | Campus UAB-Bellaterra |
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|  Postal Code  |

 | 08193 |
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|  City  |

 | Cerdanyola del Vallès (Barcelona) |
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| --- |
|  Country  |

 | Spain |
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|  Telephone  |

 | +34 93 581 22 10 |
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|  Fax  |

 | +34 93 586 80 25 |
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|  Website  |

 | [www.uab.cat](http://www.uab.cat) |
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|  Number of employees  |

 | University: around 4000. International Relations Office: 25. International Welcome Point: 7. |
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|  Year of foundation  |

 | 1968 |
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|  Contact person  |

 | Enric López, Jorge Benítez |
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|  Department / Function  |

 | International Relations Office/ Support to International Students at the International Welcome Point  |
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|  Direct telephone number  |

 | +34 93 581 37 35/ 49 55 |
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|  Direct e-mail address  |

 | international.welcome.point@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  | A minimum of two months (from August 28th to October 28th)  |
| 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  | Only candidates that have received a grant from their sending institution (Erasmus+) will be accepted |

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| **REQUIREMENTS**  |
| Oral and written language skills  | [x] English (level: ) C1[ ] German (level: ) [ ] French (level: )[x] Spanish (level: ) C1[ ] 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 and liability 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 Enric López and Jorge Benítez |