



CEU

Universidad
Cardenal Herrera

International Student Services Officer
(Customer Services)

INTERNSHIPS AT VALENCIA, SPAIN

DEGREES COMMUNICATION AND INFORMATION SCIENCES, HUMANITIES, LANGUAGES AND PHILOLOGICAL SCIENCES

SITE CEU-UCH Alfara del Patriarca, Valencia, Spain

PERIOD 2 Sep, 2019 to 2 Dec, 2019

DEADLINE 31 May, 2019

CONTACT PERSON Mrs. Merche Gimeno. infoint@uchceu.es

KEYWORDS

Compulsory: Erasmus+ Grant and Liability Insurance.
Minimum 3 months.
Free meals Monday to Friday.
Free Spanish Course.
No financial compensation.
B2 English and French. B1 Spanish

INTERNSHIP DETAILS

DURATION 3 MONTHS

COMMITMENT FULL-TIME

DESCRIPTION **SUPPORT TO THE STUDENTS AND TO THE CUSTOMERS IN THE OFFICE, TELEPHONE OR E-MAIL**

SUPPORT TO THE OFFICE

- Personal, telephonic and e-mail assistance.
- Translation in English – French - Spanish.
- Linguistic support to the staff of the university in English - French.
- Management of students' documents for enrollment, residence permits, etc.
- Preparation of promotion materials: tutorials, guides and infographics.
- Participation in promotional videos.
- Support to activities and promotion meetings.
- Realization of guided visits of parents and international students through the CEU UCH University.
- Management of social networks.
- Support to activities and promotion meetings.
- Assistance in the organization of various activities as Welcome Days, Open Days, Hospitality Days, etc.
- Support in the preparation of the reports, check-lists and similar.
- Contact with universities and request of documentation etc.
- Preparation of application for public calls.
- Assistance to public relations.
- Maintenance of the data bases and filing, checking the documentation.
- Realization of guided visits for incoming students at the University.

ADDITIONAL INFORMATION

WORKING HOURS Monday – Thursday: 9:00-17:00 (20 minutes break and 1 hour for lunch) Friday: 9:00-14:00h.

FOOD Provided in University canteen (complete menu: 1st plate + 2nd plate + salad + dessert + soft drink).

SPANISH LANGUAGE COURSE available from the beginning of October, you can choose your level from A1-C1.

COMPENSATION No financial compensation, lunch vouchers, free Spanish course.

YEARS OF EXPERIENCE REQUIRED None.

LINK: <https://youtu.be/6h6CPy10cZI>

REQUIREMENTS

LEVEL OF STUDIES Master

LANGUAGES ENGLISH Independent User B2

FRENCH Independent User B2

SPANISH Independent User B1

SKILLS Friendly personality, customer support and capacity of multitasking

The University CEU Cardenal Herrera is a private University in Valencia (Spain). Valencia is the third largest city of Spain and is located at the seaside. The University CEU Cardenal Herrera is involved in an ambitious internationalization process with a significant increase of international students enrolled in our degrees taught in English and French. For the Academic year 2018/2019, we welcomed more than 600 international freshmen students, around the 30% of the first-year student of the University. From January 2012 we have received more than 20 interns per year from many European Countries.

Attachment: Illaria.docx

