

## 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) 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).  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)  <b>Knowledge of Spanish (minimum B2) and English (minimum B2)</b>  Good computer skills  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  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>