

## Universidad Francisco de Vitoria (UFV) International Relations Office

# International Mobility Coordinator Internship

### MAIN FUNCTIONS AND RESPONSIBILITIES:

- **Support for the application process of international incoming students**
  - Management and control over incoming student's applications (id/passport, health insurance, visa, learning agreement, etc.)
  - Preparation of the letters of acceptance for the non-Erasmus students.
  - Review and approval of incoming student's schedules; control over those courses having limited spots for exchange students; email contact with incoming students solving questions concerning their schedules.
- **Organization of the mandatory Orientation Days (welcome days for incoming students) on the 7th & 8th September 2023**
  - Preparation of the welcome packs (info material, merchandising, USB with relevant documents).
  - Preparation of the welcome sessions (seating, presentation, information)
  - Support for the meet-and-greet-activities.
  - Front office service for "late arrivals" students who could not attend.
- **Front office**
  - Assistance to international students at the reception desk.

### REQUIREMENTS:

- University degree student
- Fluent in English and Spanish (at least B2 in both languages)
- Basic Excel skills
- Organizational and communication skills.

### WHAT DO WE OFFER?

International and multicultural environment, two weeks of holidays in August, flexibility (possibility to work from home in August)

### DATES:

- From June or July 2023 till September 2023 (two weeks of holidays in August)
- 30h per week from Monday to Friday

### RECEPTION OF APPLICATIONS:

Please, send your CV in English or Spanish together with a short paragraph explaining your motivation for this position and your availability for an interview to [incoming@ufv.es](mailto:incoming@ufv.es)

**UNPAID INTERNSHIP. Eligible for Erasmus+ funding. Please contact the Erasmus+ or International Coordinator in your institution for information about grant application.**