Department of
International Relations

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General information

Duration: 10 months
Commitment: Full-time
Description: The International University of Catalunya is seeking a motivated and dynamic individual to join our team as an Intern at the International Office. This is an excellent opportunity for someone with a passion for international affairs, cultural exchange, and higher education to gain hands-on experience in a dynamic and diverse environment.

Responsibilities:

- Assist in supporting international students and scholars throughout their academic journey at our university.
- Collaborate with the team to organize and coordinate cultural events, workshops, and orientation programs.
- Provide support in the development and implementation of international exchange programs.
- Assist in maintaining and updating international student databases and documentation.
- Support the team in facilitating communication and correspondence with international partners and stakeholders.
- Contribute to social media initiatives and promotional activities to enhance the visibility of our international programs.

Requirements:

Languages:

- English: Proficient User C1
- Spanish: Independent User B2 (mandatory!)
- Catalan is desired. Knowledge of other languages is a plus.

- Excellent communication skills and ability to work effectively in a multicultural environment.
- Strong organizational skills with attention to detail and ability to prioritize tasks.
- A proactive and positive attitude, with a keen interest in international relations and higher education.
- Proficiency in Microsoft Office Suite and familiarity with social media platforms.
- This is a full-time internship position, with a minimum duration of 8 months. As an intern at the International Office, you will have the opportunity to enhance your cross-cultural communication skills, develop a global mindset, and gain valuable experience in the field of international education.

Compensation: We provide additional compensation to supplement your Erasmus grant.

If you are an enthusiastic, dedicated, and open-minded individual with a desire to contribute to the internationalization of higher education, we encourage you to apply. **Please submit your resume and a cover letter highlighting your relevant skills and experiences to relint@uic.es.**

Join us in making a positive impact on the global education community!

Link: http://www.uic.es