

ERASMUS+ PLACEMENT OFFER

Company	International Relations Office Faculty of Economics and Business Studies Universidad Autónoma de Madrid
Location	Madrid, Spain
Placement offered	Research assistant to the Vice Dean for International and Institutional Affairs
Main activity	Participation on the Project “Internationalization of the Faculty of Economics and Business Studies” and/or other academic or research projects Support to the International Relations Office Research/teaching assistance
Tasks of the trainee	Design and implementation of international marketing activities for the Faculty of Economics and Business Studies, searching for information on European universities, making data bases, contacting potential partners for double degree agreements, preparation of academic proposals; support to the International Relations Office’s general activities; research/teaching assistance
Duration	From 3 to 11 months
Starting date	As soon as possible
Places available	Several (on a roll-on basis)
Student profile	Bachelor or master student
Type of studies	Any, but Economics and Business Studies preferred
Level of studies	Any
Language	English level C1 and/or Spanish level C1 (preferred level C1 in one language and at least B2 in the other one)
Essential requirements	Ability to work in an international environment, sociable, organized, responsible, team worker, computer knowledge, multitasked
Desired skills	Enthusiasm, very good oral and written communication skills, time management skills
Knowledge, skills and competences to be acquired or enhanced	Higher-education marketing, International relations, ability to work in an international environment, team work, communication skills, time management skills, research abilities
Nationality	Any
Remuneration	No
Fringe benefits	Access to all university facilities, superb working environment in the best

	campus of Madrid, reduced fees for UAM's Spanish courses	
Grant	Erasmus grant required	
Accommodation	Help finding accommodation	
Deadline	Any time during the year (roll-on basis)	
Contact	Contact person	Ms. Marina Pérez
	Address	Oficina de Relaciones Internacionales, Facultad de Ciencias Económicas y Empresariales, Universidad Autónoma de Madrid, C/ Francisco Tomás y Valiente 5, Campus de Cantoblanco, 28049 Madrid (Spain)
	Telephone	(+34) 91 497 5038 / (+34) 91 497 6292
	Fax	(+34) 91 497 4313
	Email	ori.economicas@uam.es
	Website	www.uam.es/economicas