



universidad
de león

**OFERTA DE PRÁCTICAS
OFICINA DE PROYECTOS INTERNACIONALES**

INSTITUTION INFORMATION		
Name of organisation	Universidad de León / University of León	
Address	Oficina de Proyectos Internacionales/International Projects Office Campus de Vegazana. Edificio de Servicios. Puerta 8. León, Spain	
Telephone	+34 /987 291795	
Website	www.unileon.es/opi	
CONTACT DETAILS OF THE INSTITUTION		
Contact person for this placement	Cristina Otero Pérez Oficina Proyectos Internacionales	
Department	Oficina Proyectos Internacionales	
Direct phone and mail	+34 987 293517 opi@unileon.es	
TRAINING PLACEMENT INFORMATION		
Department	Oficina de Proyectos Internacionales	
Description of activities	Administrative support for the implementation of educational cooperation projects: TEMPUS, ERASMUS PLUS, ERASMUS MUNDUS, etc.	
Working language	Spanish, English and French	
Location	Oficina de Proyectos Internacionales Edificio de Servicios. Planta 1. Puerta 8. Campus de Vegazana. E-24007 LEON, SPAIN	
Duration	From October 1, 2016 to June 30, 2017	
Working hours / week	15 hours per week (mornings)	
Internship grant	360€/month	
COMPETENCES, SKILLS AND EXPERIENCE REQUIREMENTS		
Number of students required	1	
Competences required	- Excellent knowledge of English - French is an asset - Good computer skills (Word, Excel, Access, PowerPoint) - Mature, responsible, organised. - Interested in international affairs and in European projects. - Familiar with internet and social networks - Capability of working in an international environment	
Other requirements	Undergraduate or postgraduate student	
DOCUMENTS REQUIRED		
Interested students must send to opi@unileon.es the following documentation:		
Presentation letter in English or French language X	A Curriculum Vitae X	Academic transcript (downloaded from Secretaría Virtual)
DEADLINE:	September 15, 2016	