

ASSISTANT AT DEPARTMENT OF INTERNATIONAL RELATIONS

STAGE (Offre Entreprise)

Vos missions

l'UIC Barcelone

Recherche un stagiaire pour rejoindre le Bureau International pour l'année académique 2024/2025.

La date limite pour les candidatures est le 20 juin.

Assistant at Department of International Relations

General information:

This is a full-time internship position as an Intern at the Department of International Relations. 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.

- Period: 2 Sep, 2024 to 31 Jul, 2025
- Application Deadline: 21 Jun, 2024
- Length: preferably 11 months (Full-time position)

About UIC Barcelona:

UIC Barcelona is seeking a motivated and dynamic individual to join our team as an Intern at the Department of International Relations. 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.

Key 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:

- High level of fluency in spoken and written English and Spanish (min. of B2). You will need to work independently in both languages.
- 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, Google apps and familiarity with social media platforms.
- A previous international study/work experience will be a plus.

Traineeship characteristics & Benefits:

- Length and starting date: Preferably, 1 full academic year, full-time (10-11 months), starting in September/October, but open to negotiation.

- Working hours: from 9h to 18h. (1 hour break for lunch)
- Holidays: Christmas period (2 weeks) and Eastern (1 week), plus some extra days.
- Language course: There could be access to a Spanish language course if needed. Catalan language and culture courses are available for free.
- Other services: sports, library, culture... more information, available at: <http://www.uic.es/en/services>
- Accommodation: We can help you find accommodation in shared/whole apartment or a residence. <http://www.uic.es/en/accommodation>

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!

We look forward to welcoming you at UIC Barcelona!

Contact Details:

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