



CEU

Universidad
San Pablo



Cofinanciado por
la Unión Europea

INTERNATIONAL MOBILITY INTERNSHIP IN MADRID

+ OPEN CALLS FOR APPLICATIONS

(From 01/07/2024 to 15/07/2024)

- ✓ International Internship at our Montepríncipe Campus
- ✓ International Internship at our Moncloa Campus

+ APPLY NOW

Please send your CV and motivation letter to:

daniela.leguizamoncabanas@ceu.es

fernanda.mirandaoltra@ceu.es

Before applying, please check each attached position.

Intern International Relations Department
CEU San Pablo University, Moncloa Campus, Madrid

Looking for the opportunity to start your professional career in an international educational sector?

At CEU San Pablo University, we offer you the opportunity to start your career in a prestigious Spanish educational institution. We are looking for a recent graduate student with administrative skills, sociable, proactive and with an interest in multicultural interaction.

Functions/Tasks:

- Assisting international and national students in the international office, face-to-face and by email, in English and Spanish.
- Use Microsoft Office tools (Excel, Word, Power Point) and the CEU student portal (Sigma and CRM) to manage data.
- Writing news, communications and other materials for the international relations office, in English and Spanish.
- Support in the organisation of activities and events for international students.
- Creation of audiovisual material, design of presentations and brochures.

Requirements:

- Knowledge of Office 365 (Excel, Word, Power Point).
- Use of design platforms such as Canva.
- Minimum English level B2.
- Social skills.
- Stay of 6 months (September 2024 to January 2025) or 1 year (September 2024 to July 2025).

Employment benefits:

- Remuneration: 450€ gross per month + Erasmus Traineeship grant.
- Flexible working hours: Mondays – Thursdays: 9:00h to 17:00h (lunch from 14:00 to 15:00) or 10:00h to 18:00h (lunch from 14:00 to 15:00). Fridays: 9:00 to 14:00.
- 5 free days for personal matters by request
- University holidays (Christmas, Easter, regional holidays).

Location: Moncloa Campus, CEU San Pablo University.

Campus located in a university area with excellent connections to the centre of Madrid.



CEU

*Universidad
San Pablo*



**Cofinanciado por la
Unión Europea**

**Intern for the Department of International Relations
CEU San Pablo University, Campus Montepríncipe, Madrid**

Looking for the opportunity to start your professional career in an educational sector?

CEU San Pablo University would like to offer you the opportunity to start your career in a prestigious Spanish university with an internship opportunity in our International Relations Office at the Montepríncipe Campus. We are looking for a recent graduate student with administrative skills, proactive and with an interest in multicultural interaction.

Functions/Tasks:

- Follow-up of communications with students and International Coordinators.
- Reception and management of documentation sent or uploaded by international mobility students.
- Integration of documents in the centralized platform of the CEU San Pablo University.
- Migration of student file data in the European Erasmus programme.
- Support in the resolution of problems and correction of errors.
- Administrative support to the mobility team.

Requirements:

- Knowledge of Office 365 (Excel, Word, Power Point).
- Minimum English level B2
- Social skills
- Stay of 6 months (September 2024 to January 2025) or 1 year (September 2024 to July 2025).

Benefits:

- Remuneration: €450 gross per month + Erasmus Traineeship grant.
- Working hours: Monday – Thursday: 9:00h to 17:00h (lunch from 14:00 to 15:00). Fridays: 9:00 – 14:00
- 5 free days for personal matters by request
- University holidays (Christmas, Easter, regional holidays).

Location: Montepríncipe Campus, CEU San Pablo University.

Campus in an area outside the centre of Madrid. Very good correspondence from Moncloa by free CEU transport or approximately 45 minutes from the centre of Madrid.



CEU

*Universidad
San Pablo*



**Cofinanciado por la
Unión Europea**