

# CEU Universidad San Pablo

## The company

Location	Madrid, Spain
Type of business	Education
Job position	International Relations team

## Trainee's profile

Languages required	Good command of written and spoken English - B1 (Level of Common European Framework of Reference for Languages) and also good level of written and spoken Spanish - A2 or more
Computer skills	Microsoft Office
Required skills	Highly organized and accurate while completing multiple tasks

## Job description

The candidate will be responsible for assisting the International Relation team, working closely with staff and students and helping in the organization of international activities within the university community.

### Job content

The main tasks of the candidates will be:

- Provide administrative support to the International Office team. The duties of the role include a range of general administrative duties (answering phone calls, dealing with student enquiries and correspondence)
- Helping organize Welcome, Farewell day, International week, Cafè Erasmus
- Collaboration with the CEU International Buddy Programme

### Notes

The position is full time (8 hours/day)

CEU San Pablo University offers free Spanish Language courses, € 200 per month for living expenses and free meals from Monday to Friday at the Cafeteria of the University.

