

# Catholic University of Murcia

## The company

Location	Murcia, Spain
Type of business	University
Job position	International Relations Office

## Trainee's profile

Languages required	Spanish and English (level B1)
Computer skills	Knowledge of Microsoft
Personal skills	Social Skills, Willingness to learn and grow.

## Job description

Job content	<ul style="list-style-type: none"><li>• Attending international students</li><li>• Web administration</li><li>• Increasing partnership base</li><li>• Register students in our School Languages in the different courses offered</li><li>• Issue students certificates</li><li>• Any other tasks needed to provide effective support to a dynamic and friendly team</li></ul>
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## Notes

**Working hours at UCAM:** Monday-Friday 09:00-14:00 and 17:00-19:30

**Holidays:** all national holidays and 9 days at Christmas/Easter.

## Benefits

- Free semester course in Spanish Language and Culture
- Acces to UCAM Sport Center at a reduced price of 20 €/month
- Assistance with accommodation search
- UCAM student card