

## **OPEN CALL for INTERNSHIP at ESN UPO Universidad Pablo de Olavide de Sevilla**

**ESN UPO** offers an Erasmus Placement position for a university student to work in the field of [office administration](#). The internship offer is for the 2<sup>nd</sup> Semester year 2023/2024 (February 1<sup>st</sup> - May 31<sup>st</sup>) as described on the website.

### **The required skills are mainly the following:**

- **Spanish level: B1**
- **English level: B1**
- Communication and social skills
- Management skills
- Organizational skills

### **Tasks:**

- Office hours at ESN UPO
- Solve doubts of international students
- Management support of ESN UPO Office Department group
- Creation of documents for the students
- Updating of the inventory and account book
- Participation in local activities

### **We offer:**

- Learning and improving Spanish-speaking skills.
- Interdisciplinary, intercultural learning.
- Meeting a lot of exchange students from different countries and ESN UPO volunteers.
- Getting to know Seville and its culture and enjoying the good weather with a lot of activities to do.
- An office in the University (advisable to bring your own laptop)

### **Deadline to apply:**

- 22<sup>nd</sup> October 2023

Please send a short motivation letter and CV to [info@esnupo.org](mailto:info@esnupo.org). Write in the subject of the e-mail the following: *Internship ESN UPO + Office Administrator*. After that, you will be contacted for an online interview, which is mandatory to be selected to this internship.

Should you have any question, do not hesitate to contact the previous mail address.