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**ERASMUS+ PLACEMENT OFFER**

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| **INSTITUTION INFORMATION** | | | |
| Name of organisation | Universidade de Vigo / University of Vigo | | |
| Address | International Office  Campus Universitario s/n  E-36310-Vigo (Spain) | | |
| Telephone | +34 986 813550 | | |
| Website | http://www.uvigo.gal | | |
| Short description of the institution | The Universidade de Vigo is a young public academic institution officially founded in 1990 which is organized in three Campuses, placed in three different cities, Vigo, Pontevedra and Ourense- all of them in the South of Galicia, Northwest of the Iberian Peninsula. It has around 21,000 students in 39 degrees, 74 postgraduates and 42 PhD programs. Our institution leads a Campus of International Excellence, awarded by the Spanish Ministry of Education in 2010, a Campus of the Sea which gathers the teaching and researching efforts of seven public universities in Galicia and North of Portugal, as well as those of two national research organisms. As regards its scientific production, the Universidade de Vigo has been ranked 15th on the list of Spanish universities. On the last Shanghai Ranking it is on the top 500 | | |
| **CONTACT DETAILS OF THE INSTITUTION** | | | |
| Contact person for this placement | Main contact:  Amelia Rodríguez Piña  Head of the IRO | | |
| Department | International Office | | |
| Direct phone and mail | Main contact:  +34 /986 813751  [dir.ori@uvigo.es](mailto:dir.ori@uvigo.es) | | |
| **TRAINING PLACEMENT INFORMATION** | | | |
| Department | International Office | | |
| Description of activities | * Support to international students and staff (registration, general information, internal procedures, volunteering, etc.) * Support to international activities (international weeks) * Linguistic support in English and translation of documents to English. * Support to national students and staff willing to participate in international programmes. | | |
| Working language | Spanish and English | | |
| Location | International Office  Campus Universitario s/n  E-36310-Vigo (Spain) | | |
| Duration (3 months minimum; 12 months maximum) | Minimum 3 months. Possibility to extend the stay up to 12 months (to be confirmed with the coordinator). | | |
| Working hours / week | 30 hours per week from 08.30 to 14.30 h | | |
| Accommodation | University of Vigo will help to find a good accommodation in a shared flat, with other students or in an individual apartment, even with a Spanish family. | | |
| Internship grant | No financial contribution. Students must apply for an Erasmus+ grant at their home institution/country.  Possibility of free Spanish courses, financed by the International Office, at the Language Center. | | |
| **COMPETENCES, SKILLS AND EXPERIENCE REQUIREMENTS** | | | |
| Number of students required | 2 | | |
| Competences required | - Excellent knowledge of Spanish and English.  - Any relevant discipline (Computing, Business and Translation and Interpretation/Language degrees are consider an advantage)  - Good computer skills (Word, Excel, Access, PowerPoint)  - Mature, responsible, organised.  - Interested in international programmes.  - Familiar with the internet and social networks.  - Capability of working in an international environment. | | |
| Degree (Master, Phd, Post Doc) | Undergraduate or postgraduate student | | |
| **DOCUMENTS REQUIRED**  Interested students must send by email ASAP, the following documentation: | | | |
| Presentation letter **X** | | Curriculum Vitae **X** | Academic certificates |