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

ESN UPO offers an Erasmus Placement position for an university student to work in the field of administration/secretary. The internship would start whenever it is possible and would last for the desired time.

**Required skills are mainly the following:**
- Required Spanish level: B1
- Required English level: B1
- Good communication and team-working skills
- Management skills

**Tasks:**
- Office hours at ESN UPO
- Help exchange students and ESN UPO volunteers
- Management support
- Translation of documents (both internal and external use)
- Use of social networks
- Creation of documents for the students
- Updating of the inventory and account book
- Participation in local activities and trips.

**We offer:**
- Learning and improving Spanish speaking skills.
- Interdisciplinary, intercultural learning.
- Meeting a lot of exchange students from different countries and ESN UPO volunteers.
- A wonderful city, being the capital of Andalucía, Seville: well-connected to many other andalusian cities and the rest of the mainland and and fantastic weather with a lot of activities to do.
- An office inside the University (advisable to bring your own laptop)

Please send a short motivation letter and CV to info@esnupo.org.

Should you have any additional questions, do not hesitate to contact the previous mails addresses.