

INTERNSHIP POSITION DESCRIPTION

Position name	INTERNATIONAL RELATIONS ASSISTANT
Faculty/Area	INTERNATIONAL RELATIONS OFFICE

Objective
<p>We are recruiting an intern for our International Relations Office to work as International Relations Assistant.</p> <p>The International Relations Office (IRO) is a central unit responsible for supporting the development of international programs and agreements (Erasmus+; bilateral agreements; dual degrees).</p>

Main responsibilities
<ul style="list-style-type: none"> • Support international relations coordinators (incoming & outgoing) • Coordinate welcome & orientation activities for incoming students • Inform about accommodation, transportation and other services as visa and other documents required for the study period • Help in definitive LA and class schedule • Interact with students during their study period at UAX & abroad • Helping in communicating and informing about mobility programs • Use of digital mobility tools • Inform about destination university programs • Register and reception of mobility documentation

Required education
<ul style="list-style-type: none"> • University degree required

Required professional experience
<ul style="list-style-type: none"> • No professional experience required

Required languages
<ul style="list-style-type: none"> • Proficiency in Spanish • Proficiency in English • Third language is highly valued (French and/or Italian preferred)

Upper level management
<p>Director de Relaciones Internacionales Vicerrectorado de Doctorado, Investigación e Internacionalización</p>