# Erasmus Student Work Placement in the UPCT

<table>
<thead>
<tr>
<th>INSTITUTION</th>
<th>Universidad Politécnica de Cartagena / Technical University of Cartagena</th>
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<tbody>
<tr>
<td>SHORT DESCRIPTION OF THE INSTITUTION</td>
<td>The UPCT is a public institution, established in 1998 and as such is the youngest Technical University in Spain. It is comprised of 7 Schools of Engineering, Business and Architecture and offers several Master and PhD Programmes.</td>
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<td>LOCATION</td>
<td>South-East of Spain (region of MURCIA) Address: Plaza del Cronista Isidoro Valverde, s/n - Edificio “Rectorado” - 30202 Cartagena - SPAIN</td>
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<tr>
<td>MAIN ACTIVITY OF THE PLACEMENT</td>
<td>News and visibility of the Technical University of Cartagena</td>
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<td>PLACEMENT OFFERED</td>
<td>Assisting and making improvements on the corporate website, sharing news and general administrative support (use of e-mail and telephone). Customer service. The trainee will have occasional contacts with the public.</td>
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<tr>
<td>STUDENT PROFILE</td>
<td>Any relevant discipline (Marketing, Communication and Translation and Interpretation/Language degrees are considered an advantage) Knowledge of Spanish (minimum B2) and English (minimum B2) Good computer skills Mature, responsible, organised, able to work on his/her own and with other people. Versatile.</td>
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<tr>
<td>TYPE OF STUDIES</td>
<td>Any relevant discipline</td>
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<td>LEVEL OF STUDIES</td>
<td>Undergraduate or postgraduate student</td>
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<tr>
<td>DESIRED SKILLS</td>
<td>Interested in communication, social media, community management, mass media, translation, good with languages Necessary basic computing skills (Word, Excel, Access,</td>
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**PowerPoint**

- Familiar with the internet and social networks
- Capability of working in an international environment

**LANGUAGE**

- Spanish – B2 written and spoken (minimum)
- English – B2 written and spoken (minimum)

**NATIONALITY**

- Any

**STARTING DATE**

- As soon as possible

**DURATION**

- 3 months to 12 months

**WORKING HOURS**

- 25 hours per week from 09:00 to 14:00

**SALARY**

- No financial contribution

**ERASMUS / LEONARDO GRANT**

- To be applied for at the home institution (or country)

**ACCOMMODATION**

- In the University’s residences: about 540 € per month (subject to availability) or in a flat to be shared with other students (average 175 € per student per month)

**DEADLINE**

- Applications should include a CV and a motivation letter. The deadline for receiving applications is a.s.a.p.

**CONTACT**

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