# Erasmus Student Work Placement in the UPCT

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<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)</td>
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<tr>
<td>Address: Plaza del Cronista Isidoro Valverde, s/n - Edificio &quot;Rectorado&quot; - 30202 Cartagena - SPAIN</td>
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<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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<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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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         | Blasi Navarro – Jefe Servicio Comunicación    
|                | Servicio de Comunicación UPCT               
|                | Pl. del Cronista Isidoro Valverde, s/n      
|                | Edificio "Rectorado" - 30202 Cartagena (Spain) |
|                | Telephone: +34 968 325684/80                
|                | Blasi.navarro@rec.upct.es                   
|                | Comu.interna@upct.es                        
|                | www.upct.es                                |