

CONTATTI AZIENDE PROGRAMMA ERASMUS PLACEMENT

Azienda straniera - Luogo di svolgimento placement - Contatti	Area e livello di Studio dello studente	Settore e area di attività del placement	Posti disponibili contemporaneamente e, periodo e durata del placement	Conoscenza linguistica primaria, supplementare, informatiche primarie e supplementari richiesta per il placement e livello	Altre richieste dell'Ente e servizi offerti
Agrupamento de Escolas de Oliveira do Bairro - Oliveira do Bairro - Portugal email: albertocardoso@aeob.edu.pt	Education	Marketing, Hospitality, Health, Social Work, Industrial Maintenance, Laboratory Analyses	2 students; 10 months	English	
Allianz SE - Munich - Germany email: Gregor.Blasel@allianz.com		Actuarial	1; 2 students	English fluent	
ARCA Biblioteca Italiana per Ragazzi email: biblioteca.arca@libero.it	Every level	School, Cultura Center and Library	2 students from 3 months until 10 months	German, English Excel and Word	
Association portugaise des professeurs de francais - Lisbon - Portugal e-mail: appf.appf@gmail.com	Master, languages,teaching	Organization administrative	2 students; 5 months	French, optional portuguese	Responsable, organisé, disponible, capacité, de communication et d'adaptation au public.
Babel Idiomas - Malaga - Spain - email:boelo@babelodomas.com	Languages, Administration and Business. First level degree	Reception, administration, customer care, management assistance, marketing	1 student; 3 months	Spanish, English; Word, Excel, Database	
Bloom Consulting - Madrid - Spain - email: analysis@bloom-consulting.com	Economics and others First level degree	Managerial and Analysis	10 students, 3/6 months	Fluent English; Microsoft Office Suite	You need own laptop with MS Programme
Call IT Automotive Ltd - Slough - London - email: nicholas.reisinger@callitautomotive.com		Marketing and CRM applications, project management	2 student. Minimum 6 months but preferred 12 months	English, French, German, Spanish. Excel (average-high) VBA	
Chambre de Commerce Italienne pour la France de Marseille - Marseille - France - email: entreprises@ccif-marseille.com (Sara Sacchetti-Silvia Bozzuto); entreprises-agroalimentaire@ccif-marseille.com	Economics and Commerce	Company Business Assistance, Agroalimentary, Organization of Business Meeting, Faires and Exhibitions Commercialization	6 students; 3 students for 6 months (January-June), 3 for 3 months (July-September)	French good level, optional English and Arabic, MS Office	
CheckTheGate/Catapult/Lookations/OnSetLab - West-Obidos - Portugal email: jose@checkthegate.com; susana.abrantes@onsetlab.pt	Marketing, Digital Marketing, Public Relations, Journalism, Tourism, Audiovisual, Web Design	Assist the company on defining marketing and communication strategies, contact with clients, development of app's website and content, support the company with the organization of its presence in trade fairs, exhibitions and other events, writing and optimizing online content	3/12 months	Native language and proficient in English plus a second language (French, Spanish, German etc.) Native language and proficient speaker in Chinese/Mandarin plus a second language (English, french, Spanish, German, etc.)	Organization and communication skills, creativity, reliability and ability to assume responsibilities, self motivated, committed, proactive and enthusiastic person.
Colégio Guadalupe - Verdizela - Seixal - Portugal	Education	Knowledge languages in order to help teach it; Communication abilities; Assist tutors participating in Comenius; Handle parts of the paperwork; Assist coordinators in task monitoring; Help where translation is required; Contribute in the organization of field trips related to the project; Organize meeting; Facilitate correspondence among learners of partner countries; Make reports of action; Help teach; Help establish contacts with foreign school.	1 student; 8 months	French, English, Spanish	
Confindustria Romania - Bucarest-Romania email: t.busini@confindustria.ro	Law, Economics, Political Sciences; first and second level degree	Internationalization, Research and National Information Center	4/6 students for 3 or 6 months, more than 1 student can be accepted. Period: January-September	English, Windows, Excell, Photoshop	Seriousness, Willingness, Flexibility; we can help students to find a good accommodation, covered by their fundings
Creativando - Sevilla - Spain - email: arturo@creativando.es		Travel agency, Events Operation Department	2/3 students, 3/4 months	Spanish,English and/or French+Spanish. Office and Internet	
Deutsche Vermögensberatung - Hamburg - Germany - email: Leszek-Jan.Olejniczak@dvag.de	Finance, Marketing, Economic Studies	Finance, Economics, Management	5 students, 3 in same period; 3 to 6 months	German B2 - C1; optional English and other EU languages. Good knowledge of MS Office	Knowledge of corporate ethics, businesslike appearance, good communication skills, good organizational skills, flexibility, commitment.
EAC Group - Business School of Arts, Culture & Luxury - Paris - France email: zoeadam@groupeeac.com	Second level degree	International Relations, Translation, Human Sciences	1 student, 6 months	English, French, Microsoft Office Pack	A previous experience abroad would be ideal
EASD Valencia - Valencia - Spain - email: international@easdvalencia.com	From first level to PHD	International Office. Design, Creation, Arts & Crafts	1 student - 6 months: January - July	English, Spanish: B2-C1. Optional Catalan. Computer skills: Office, Word Press. Optional Photoshop, In Design and Illustrator	Ability to work in a team, outgoing personality, customs service skills, confidentiality
EGS (International) Ltd - Bordon - United Kingdom email: wcolautti@egssurvey.co.uk	Geology, Geophysics, Environmental Science, Physics, Engineering and Geography. Secon Level Degree	Earth Science, Geology, Geophysics, Cartography/Mapping	2 students, 3/6 months	English, MS Office Package Optional: Geophysical Data Processing/Interpretation, CAD and GIS	
EUROLOGOS GROUP SPRL - Bruxelles - Belgium email: Troiano@eurologos.be	Translation, Marketing, PM; Second Level Degree		4/6 students; 2/6 months	French, German, English	

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Evonik Industries AG Darmstadt (Germany) e mail: theresia.kuntz@evonik.com		Pharma Polymess-EUDRAGIT	1 student, 6 months	English/German	
Federchimica Delegazione di Bruxelles - e-mail: delegazione@federchimica.eu	Political Sciences, International Studies	Monitoring the activities of the European Institutions; Helping in drafting of International memoranda, reports and position papers; Attendance of the meeting of European chemical Association of Cefic and the European Parliament; Following the European Parliament meetings in Brussels and drafting of relates reports; Collaboration in drafting the Delegation's monthly newsletter and the weekly information bulletin; Office duties	da 2 a 4 studenti; 6 mesi. Non sono accettati più di 1 studente alla volta	Good English, French. Microsoft Office/Lotus	Reimbursements of Travel and public transport expenses
Fundação Gonçalo da Silveira Lisboa (Portugal) e mail: geral@fgs.org.pt; carolina.cravo@fgs.org.pt	Social/Political/Management Sciences Preference for Master degree level	Project Cycle, Development, Development Education, Evaluation	1 student 3-6 months	English, Spanish Competent user of Office and Internet research tools	
GALAVITO s.r.o. - Praha - Bohnice - Czech Republic email: ece.erguney@galavito.cz	Education	Marketing communication, social media, events. Market research for our Turkish and Czech customers. Translation (Turkish-English, English-Turkish)	3/12 months	Turkish native; English fluent; Czech Optional	
In Any Event UK - Portishead - UK email: victoria@inanyevent-uk.com	Administration, pr, business, hospitality, events	Venues, Events & Administration	2 students, 2/12 mounths	English, Windows packages	
Instituto Hispanico - Murcia - Spain - email: info@ihmurcia.es	Secretarial, tourism, modern languages, translation	Administrative office organization, Marketing communication plan, Conducting international market research, Contribute to product promotion, Community manager, Create and/or set up new products, Relevant text writing/translating, SEO activities, ICT	6 students; 4 months January-September	Spanish, English Internet search, PC or Mac	
Italian Chamber of Commerce for France in Marseille - France email: info@ccif-marseille.com	First and second level degree	PMI Business development	2 students for 3 months	French , English Office, Internet	
Language School Aktiv Monaco - Germania e mail: info@sprachschule-aktiv.de	Bachelors of Arts	Helping with course management, consulting clients, teaching	4 students, 3-4 months	German, Italian, Spanish, English	
Loxone Electronics GmbH - Kollerschlag - Austria email: bewerbung@loxone.com; lisa.rastegar@loxone.com	Marketing, Business Administration, Industrial Management and Engineering or similar, Electronic products	Translation of our german website into your mother tongue. Supportive tasks in regard to: online marketing (Blogs, Facebook,...), Market analysis, definition and implementation of marketing strategies, acquisition of new customers, processing of partner requests, reporting of sales figures.	6 mounths	German B2; English B2. Native speaker of Norse, Finnish, Danish, Swedish, Hungarian or Italian. Basic computer skills, high internet affinity.	At least 3 semester of studies in Marketing, Business Administration, Industrial Management and Engineering or similar. Interest in electronic products, decent knowledge of online marketing, excellent communication skills.
Ludwig Cancer Research - University of Oxford email: administrator@ludwig.ox.ac.uk	MSc/PhD	Cell biology, Epigenetics, Bioinformatics	1 student 6/9 months	MS word/excel, R/Bioconductor (optional)	
Maritime Research Institute Netherlands Wageningen (The Netherlands) e mail: hrm@marin.nl	Naval Architecture and Marine Engineering Students Master degree/second level degree-PHD	Resistance and propulsion, Seakeeping, Manoeuvring	6-12 months	English (high level)	
Maxwan architects and urbanists B.V Rotterdam (The Netherlands) e mail: maxwan@maxwan.com	Architecture and/or Urban Design Bachelor/First Level Degree, Master/Secon Degree	Architecture, urban design, interior design	2 students, min. 3 months	English	Possibility of extra funding
Membrane Dynamics and Intracellular Trafficking Group Parigi - Francia e mail: jackson@ijm.univ-paris-diderot.fr	Cell biology and genetics. Master degree/second level degree, PHD	1.Construction of fluorescent probes that target lipid droplets in different cell lines, and their analysis by confocal microscopy. The student will work with experts in biochemistry to characterize their lipid droplet-targeting properties in vitro. 2. The student will study membrane contact sites, novel cellular structures involved in cellular communication	2 students, 5-7 months	English, French. Basic Computer Skills	Stipend available
Nacházal Architekti - Praga - Repubblica Ceca e mail: info@narchitekti.cz	Architecture	Architect, recently graduated in architecture, student of architecture, fluent in written and spoken English, CAD skills, excellent model-making skills, graphic and design talent are required	2 students, 3-9 months	English B2, German/Czech, CAD skills, Photoshop, Rhino	
Office de Tourisme de Mont Saint Michel - Mont Saint Michel - Francia email:ot.mont.saint.michel@wanadoo.fr	Languages, Tourism, Translation, Interpreting	Tourist office, reception French and foreign tourists	2 students, from July to the end of September (3 months each)	Fluent in English and French; optimal German and Spanish; Word, Excel, Outlook	
Office de Tourisme de Saint-Malo Saint-Malo (France) e mail: accueil@saint-malo-tourisme.com	Languages, Tourism Master degree	Accueil des touristes français et étrangers: accueil physique, téléphone, gestion des mails et des demandes par courriers	1 student 3-9 months	English, French, German, Spanish Word, Internet	

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<p align="center">PACTE Group Cerdanyola del Vallès (Spain) e mail: gr.pacte@uab.cat</p>	<p align="center">Translation Studies or similar Master degree or PhD student</p>	<p align="center">Participation in task related to research in translation and translation competence acquisition (introduction and handling of data, data analysis etc.). Participation in the organisation of events related to translation research.</p>	<p align="center">2 students September/July</p>	<p align="center">English C1 - Spanish C1 User lever Microsoft Office</p>	
<p align="center">Public Educational Institutions in the Canary Islands - Las Palmas de G. Canaria - Spain - email: opeec.ceucd@gobiernodecanarias.org</p>	<p align="center">Education</p>	<p align="center">S/he will assist and collaborate with teachers in their class routines. The trainee will work with a teacher. Contact the OPEEC for further information.</p>	<p align="center">2/9 months</p>	<p align="center">English, French, Spanish</p>	
<p align="center">Studio-Solution.com LTD Kent (UK) e mail: hr@internship-uk.com</p>	<p align="center">IT and Business related studies. Students of First Level Degree, Master Degree and PHD</p>	<p align="center">IT and Web Development, Marketing, Translation, Customer Relationship Management, Media, Recruitment</p>	<p align="center">20 students. 3-9 months. Minimum 1 month maximum 6 months</p>	<p align="center">Fluent in English</p>	
<p align="center">Summon Press - Valencia - Spain email: rrrh@summonpress.com</p>	<p align="center">Journalism, communication, Translation, foreign Languages or similar</p>	<p align="center">Digital Communication, SEO writing, web analysis, Social Media Management,</p>	<p align="center">4students, more than one student can be accepted; 3/6 months</p>	<p align="center">Intermediate Spanish, advanced English,regular use of internet, social networks, blogs, optional experience with WordPress and web analysis tools</p>	
<p align="center">Traducciones Castilla S.L. - Entreplanta - Spain email: traducciones@traduccionescastilla.com</p>	<p align="center">Translation - Interpretation</p>	<p align="center">Community interpreting, revising translations', customer service, editing texts</p>	<p align="center">1 student, 2 months</p>	<p align="center">Spanish</p>	
<p align="center">Transperfect - Barcelona - Spain email: awaszak@transperfect</p>	<p align="center">Qualsiasi livello di studio Ideally translation/Languages related</p>	<p align="center">Work on translation projects from the beginning to the end; Look for corresponding linguists in the data base; Negotiate with freelance translators and proofreaders; Prepare job folders and files for translation; Issue Pos for linguists; Ensure deadlines are met with the linguists according to projects; Carry out linguistic final eyes to ensure the final product meets clients' needs; <u>Small translation tasks</u></p>	<p align="center">3/12 months</p>	<p align="center">Fluent English; MS Office suite Translation memory tools</p>	
<p align="center">Universidad Politécnica de Cartagena - Cartagena - Spain email: carina.tardy@upct.es</p>	<p align="center">Computing, Business and Translation and Interpretation degrees</p>	<p align="center">Assistance in the organization of events and student mobility programmes. Maintenance of databases. General administrative support.</p>	<p align="center">6/12 months</p>	<p align="center">Fluent Spanish; English and good computer skills</p>	
<p align="center">Universidad Politécnica de Cartagena - Cartagena - Spain email: donatella.rotondo@upct.es</p>	<p align="center">Languages. Undergraduate or postgraduate student</p>	<p align="center">Support the lectures of the Area of English and German for language lessons.</p>	<p align="center">6/12 months</p>	<p align="center">Proficient English; Proficient Spanish; Proficient German</p>	
<p align="center">University of Primorska-Faculty of Health Izola (Slovenia) e mail: info@fvz.upr.si</p>	<p align="center">1st and 2nd level of study</p>	<p align="center">Department of Nursing Care, Department of Nutritional Counselling, Dietetics</p>	<p align="center">2 students 3-6 months</p>	<p align="center">English B2</p>	
<p align="center">Videoplugger Ltd. - London - UK email: info@videoplugger</p>	<p align="center">Economics, Marketing, Management</p>	<p align="center">Updating the database of the company, publishing digital material; managing sales accounts, performing sales and pitching of our products and services; liaising with international clients and suppliers; business development; asearch for new market possibilities for the company and expand the Market base of the company; diary management.</p>		<p align="center">English and one additional European language is preferable (i.e. French, German, Greek, Hungarian, Italian, Polish, Russian, Spanish, Slovak, ecc.)</p>	
<p align="center">Volksschule Graz-Goesting - Primary School/Grundschule - Public School Graz - Austria - email: Vs.goesting@stadt.graz.at</p>	<p align="center">Education</p>	<p align="center">Support in the eight classrooms from first to fourthgrade</p>	<p align="center">4 months</p>	<p align="center">English, Computer elementary skills</p>	<p align="center">Teaching subjects of trainee: german, english, sport, mathematics, drawing and painting, music, geography, history</p>
<p align="center">Agroturystyka "BRZOZA" - Torun - Poland e-mail: robert@bugajski.pl</p>	<p align="center">Humanities / Political Science</p>	<p align="center">Small, private agro touristic farm, which does not produce , the purpose of our farm is to show animals to the tourists, as well as to show them life on the farm. We also have a lot of activities for children (shooting, fishing, horse riding, jumping, sliding , bicycles , etc.). We specialize in school groups and families with children, We also have got 5 rooms for rent for tourist Helping out on the farm, clean rooms, caring for school groups, making integration activities for children , participation in the life of agro tourist farm, and helping in modernizing projects.</p>	<p align="center">3 months (April, May, June)</p>	<p align="center">English also elementary</p>	

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BLACKROCK COLLEGE - Secondary School - Dublin - Ireland e-mail: infor@blackrockcollege.com Contact person: Caroline Dobbyn (sdean@blackrockcollege.com)	SSLMIT / Language Department / Language Teacher	Support the language teachers in preparing and presenting lectures. The teacher assistant will work in particular on the oral and comprehension to improve the capability of the students to understand and speak French. She/he will support also the teachers on special projects on requests of the teachers.	A period of 2 to 5 months from 15th January till 31st May 2015	B1 in English (CEFR) - French mother tongue	
BLACKROCK COLLEGE - Secondary School - Dublin - Ireland e-mail: infor@blackrockcollege.com Contact person: Hugon Simm (hsimm@blackrockcollege.com)	SSLMIT / Language Department / Language Teacher	Support the language teachers in preparing and presenting lectures. The teacher assistant will work in particular on the oral and comprehension to improve the capability of the students to understand and speak German. She/he will support also the teachers on special projects on requests of the teachers.	A period of 2 to 5 months from 15th January till 31st May 2015	B1 in English (CEFR) - German mother tongue	
BLACKROCK COLLEGE - Secondary School - Dublin - Ireland e-mail: infor@blackrockcollege.com Contact person: Sinead Nolan (snolan@blackrockcollege.com)	SSLMIT / Language Department / Language Teacher	Support the language teachers in preparing and presenting lectures. The teacher assistant will work in particular on the oral and comprehension to improve the capability of the students to understand and speak Spanish. She/he will support also the teachers on special projects on requests of the teachers.	A period of 2 to 5 months from 15th January till 31st May 2015	B1 in English (CEFR) - Spanish mother tongue	
ADDAYA CENTRE D'ART CONTEMPORANI - Mallorca - Spagna e-mail: addayacentredartcontemporani@gmail.com	SSLMIT / Humanities	Private art gallery which exhibits and represents emerging artists. It also cares of cultural management and works for several councils in the island organizing exhibitions. Help in general, assist in the main tasks of the gallery, serve the public, help in assemblies and disassemblies exhibition. Help to write and translate texts, send e-mails...work with facebook and the website, make photographs of the exhibitions, work with photoshop... Inventory (To classify originals and graphic works located in the gallery, make photographs and realized technical specifications of each work)	Minimum 3 months	High spanish level	
GRUPO TECOPY S.L. - Spagna (varie sedi) Contact person: JOSÉ ÁNGEL MOLERO GONZÁLEZ (joseamolero@grupotecopy.es)	Economics / SSLMIT / Political Science	GRUPO TECOPY is one of the leading companies, carrying out studies, projects and technical assistance, in the area of Civil and Industrial Engineering as well as Communication Solutions and access to Internet information using Geographic Information Systems (GIS). Activities: - Detection of international business opportunities in field of engineering: international tenders - Searching for international partners - Support in the elaboration of bids: layout, law, administrative, taxes. - Support for translations into English and French		Advanced Spanish. Advanced French and/or advanced English	Send CV to Contact Person
Subdirección General de Títulos y Reconocimiento de Cualificaciones (Ministerio de Educación, Cultura y Deporte) - Madrid Spagna Contact Person: Ms. Gloria Nistal (gloria.nistal@mecd.es)	SSLMIT / Law / Political Science	This Unit of the Spanish Ministry of Education, Culture and Sport is in charge of academic and professional recognition procedures of foreign HE qualifications. Activities: - Support activities in the drafting and review of Spanish regulated professions' reports in English. - Support in the recognition procedure of professional qualifications under Directive 2005/36/EC	6-10 months	English: C1 (minimum) Spanish: B2 (minimum)	CVs must be sent directly to the contact person's email
ECHOROST ARCHITEKTI, s.r.o - Praga - Rep. Ceca Contact Person: Ing. arch. Jaroslav Hulín (jaroslav.hulin@echorost.com)	ARCHITECTURE	Architectural studio in Prague est. 2009. Small to medium scale projects. Focused partly on renovation and monument care and partly on advanced design methods and sustainability. Activities: Assist with design of residential and commercial buildings, helping with client presentations and coordination	Feb – Jul 2015	Italian and English fluent spoken and written	Rhino3D, Adobe Photoshop, good graphic presentation skills
GEBAS atelier architects s.r.o - Hradec Králové - Rep. Ceca Contact Person: Eliška Gebas (eliska.gebas@gebasatelier.cz)	ARCHITECTURE	Architectural company, which works on design of buildings and interiors. Urbanism, the creation of regional land use plans and studies. Activities: Home and interior design, land use plans.	3 – 12 months	English A1	Microsoft Word, Microsoft Excel, Microsoft Outlook, Archicad, Artlantis, Photoshop

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<p>Eye Clinic Liberec - Liberec - Rep. Ceca Contact person: Simona Polláková (simonap.cz@gmail.com)</p>	<p>Economics / Political Science / Humanities</p>	<p>Eye Clinic Liberec is a private organization in the northern corner of the Czech Republic offering wide range of services from eye examination, diagnosis to surgeries. As a young enterprise, founded in June, 2010, we would like to become a leader in patient eye care in the region. We are seeking online marketing students above all! The intern would be responsible for managing social media (Facebook, Google+, etc.), Google Adwords and Analytics, conducting a lot of market research, helping us improve contact with the customer (customer survey, implementation of the chat, Mailchimp). S/he would be responsible for creating events / promotions that would help us strengthen / establish connections with current / new clients. S/he would attend meetings lead by the manager of the clinic and attended by the doctors. And more TBA according to the flow of the internship.</p>	<p>3-12 months (negotiable)</p>	<p>Either English or German at an advanced level if not mother tongue (+ any mother tongue is fine). POLISH WOULD BE A GREAT ASSET!!</p>	<p>Microsoft Office; Prezi; Basic knowledge of WordPress is appreciated</p>
<p>DOKincubator - Praga - Rep. Ceca Contact Person: Hana Gomoláková (Hana@dokincubator.net)</p>	<p>SSLMIT / Economics / Humanities / Political Science</p>	<p>DOK.Incubator is a six-month long workshop for ambitious high quality documentary films in the rough stage, projects aiming to target a wide European and US distribution. It is based on an individual tutoring of the whole creative teams (director, editor, producer) which under the supervision of experienced editors, producers, sales agents, PR and marketing experts conclude the strongest possible dramaturgy of the final cut and a learn how to build a clever distribution and marketing strategy. Sharpening the editing, emphasizing film's international potential and introducing the new distributional opportunities online, the workshop aims to support high quality documentaries to break into the international market and meet a world-wide audience. We are looking for English native speaker to help with PR of the company, write newsletters, update website with articles and news, update our social media and follow the successes of our films and write about them for 6 months. Fulltime is preferred.</p>	<p>6-month long internship - ASAP</p>	<p>English native speaker, some work experience welcome, interest in PR and film required</p>	<p>Basic user level of Mac or Windows, knowledge of social media, writing skills required (can be a journalism student for example).</p>
<p>The German Marshall Fund of the United States - Bruxel - Belgio - www.gmf.us.org</p>	<p>Political Sciences / Humanities</p>	<p>The German Marshall Fund of the United States (GMF) seeks an energetic and detail-oriented intern to assist with all aspects of the Transatlantic Leadership Initiatives program (TLI), GMF's premier initiative for emerging leaders from the United States and Europe. This includes fellowship programs such as the Marshall Memorial Fellowship (GMF's flagship leadership program), the Manfred Wörner Seminar, as well as components of GMF's Young Transatlantic Network, and programming for GMF's extensive alumni network</p>			<p>Have excellent communication and writing skills; -Be comfortable communicating with high level contacts within the network; - Be creative, organized, self-directed and responsible; - Have excellent organizational skills and the ability to work well under pressure; - Be comfortable working independently and as part of a team; - Possess a background/interest in diplomacy, transatlantic relations, or fellowship programming; and - Have interest in the programs and priorities of the German Marshall Fund</p>
<p>Fundación General de la Universidad de León y de la empresa (FGULEM) - León - Spagna - www.fgulem.es - CV to: rubenbardal@fgulem.es, +34 987 293 356</p>	<p>Political Sciences / Humanities</p>	<p>The Fundación General de la Universidad de León y de la Empresa (FGULEM) is a non-profit organization dedicated to the promotion of culture, education and scientific and technical research at the University of León, and its relations with the society and the business world. The intern will join the Orientation and Employment Unit of FGULEM. His function will be to support and help the department in its daily tasks.</p>	<p>3 - 12 months / 37,50 hours a week, Monday to Friday</p>	<p>Knowledge of English and basic Spanish is compulsory Other foreign languages are desirable (German, French...) Computer literacy, creativity and initiatives are appreciated</p>	<p>Personal and social competence Good communication skills (oral&writing)</p>

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<p align="center">RISEBA University - Riga - Lettonia - Ms Galina Zilgalve: galina.zilgalve@riseba.lv</p>	<p align="center">Political Science / Humanities SSLMIT</p>	<p>RISEBA is a university type private higher educational institution fully accredited by the Ministry of Education and Science of the Republic of Latvia. Being one of the first private higher education institutions in Latvia, today RISEBA is among 10 largest higher education institutions in Latvia (both public and private) with 3000 students, including 200 international students, who attend 17 study programmes of different levels and directions, and more than 9000 alumni. Over the last two decades RISEBA has gone through a substantial transformation from a small ambitious business school to the university that provides, in addition to business and management programmes, studies in communications, audiovisual media arts and architecture, thus transforming the institution into "the place where business meets arts". Activities: Daily assistance to External Relations Division's staff. Provide support for events organised by RISEBA External Relations Division, such as Orientation days, summer schools, etc. Preparation of communication materials for mass media and Social Media Work with the university home page. Customer Service: communication with international students (ongoing communication on student and study related issues). Conducting desk research (gathering and analysing information, available in print and published on the internet). Cooperation with other RISEBA structural units and staff, e.g. Student Council, Study Department, Programme Directors, etc.</p>	<p align="center">Min 3 months, 8h per day; 40 h per week</p>	<p align="center">English (level: C) Knowledge of other EU languages welcome Good knowledge of Microsoft Office tools</p>	<p align="center">Time management, communication skills (both written and spoken), pro-activity, accuracy, sense of responsibility and efficiency</p>