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**ERASMUS+ TRAINING PLACEMENT
AT THE ETSIAMN INTERNATIONAL OFFICE**

PROFILE OF TRAINEE

It is open to all University students, no matter their degree and year of education. Usually students from Psychology, Social Sciences, Economics, Languages, Design, Fine Arts and other humanistic disciplines apply for the internship, but not exclusively.

CONTENT OF TRAINING

The following tasks are undertaken by the Trainee: administration, management and finances related to student and staff exchange programs, coordination of networking activities, international events' organization, institutional communication and corporate image, web and merchandising design, marketing and promotion of lifelong learning training programs.

KNOWLEDGE, SKILLS AND COMPETENCES

Communication, product design, administration, marketing, foreign languages and management skills

LANGUAGE COMPETENCES

English is a must, but no Spanish language knowledge is required.

DURATION OF INTERNSHIP AND EVALUATION

Dates and duration of the traineeships are to be agreed with the candidates. The minimum duration is four months. It may be extended up to 12 months upon agreement from both sides. A three-week trial period is to be observed from both the student and the host organization. Weekly assessment and team tutorials will additionally take place.

FINANCIAL SUPPORT

It is important that students may be granted from their home Institutions, preferably through Erasmus+ Training. We cannot offer a salary for them. Our contribution is as follows: fee exemption for courses at our Institution, free Spanish language course on campus, help in finding accommodation and full access to our office facilities, also for reasonable private use (internet, phone, work rooms). Occasional in-kind contributions are not to be excluded, but cannot be guaranteed at this stage.