

ERASMUS+ PLACEMENT OFFER

Company	Business Organization Department Faculty of Economics and Business Studies Universidad Autónoma de Madrid
Location	Madrid, Spain
Placement offered	Assistant to the Business Organization Department
Main activity	Collaboration on the execution and management of international research projects
Tasks of the trainee	<p>Tasks of the trainee will focus on:</p> <ul style="list-style-type: none"> - Project management and execution: management of research funds of an European project, organization of international events with international partners, and other administrative tasks - Scientific research: in the area of personal skills gained by higher education students during mobility experiences abroad. E.g. search for information, data collection, data systematization, edition of research documents containing the research results, etc.
Duration	3 months or more
Starting date	From November on (tbc with student)
Places available	1
Level of studies	Bachelor, master or PhD student
Type of studies	Business, Management, International Studies, European Studies. (Other disciplines might also be considered)
Language	English level B2-C1 / Spanish level B1
Essential requirements	Organizational skills, IT skills, excel and word advanced user, project management, sociable, organized, responsible, team worker
Desired skills	Enthusiasm, very good oral and written communication skills, time management skills, project management knowledge
Knowledge, skills and competences to be acquired or enhanced	Ability to work in an international environment, team work, communication skills, time management skills
Nationality	Any
Remuneration	Support will be provided for transportation cost in Madrid and for meals. More information can be provided by the host.

Fringe benefits	Superb working environment in the best campus of Madrid	
Grant	Erasmus grant required	
Accommodation	No	
Deadline to apply	20th October 2018	
Contact	Contact person	Adriana Pérez Encinas adriana.perez.encinas@uam.es
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