



Universidad de Almería

**Programa de prácticas pre profesionales de la Universidad de Almería.
Pre-professional internship programme of the University of Almería.**

2022/23 

Se convocan plazas para movilidad del programa Erasmus+ prácticas en la Universidad de Almería.

Importante: Para optar a una de estas plazas es **OBLIGATORIO** que tu universidad de origen te conceda una movilidad en el programa **Erasmus+ prácticas** y disponer de, al menos, 6 meses para hacer prácticas.

Para solicitar una de estas estancias, rellenar el siguiente formulario:

<https://www2.ual.es/relint/iwc/index.html>

There is a call for the Erasmus+ internship mobility programme at the University of Almería.

Important: If you want to apply, is **MANDATORY** that your are eligible for an **Erasmus+ for traineeships mobility** at your home institution, and have at least 6 available months to spend in Erasmus+ programme.

In order to apply for one of these stays, please fill-out the following form:

http://www2.ual.es/relint/iwc/index_en.html



UNIVERSITY OF ALMERIA - SCHOOL OF ENGINEERING

TRAINEESHIP OFFER

INSTITUTION/SERVICE OR AREA	UNIVERSITY OF ALMERIA / SCHOOL OF ENGINEERING
INTERNSHIP NAME	Communication plan and Social Networks
LOCATION	Ctra. De Sacramento s/n, La Cañada de San Urbano, 04120, Almería (Spain)
TRAINEESHIP DESCRIPTION	<ol style="list-style-type: none"> 1. Getting to know the communication plan of the School of Engineering (henceforth ESI or Center) on social networks: Facebook, Instagram, Twitter, YouTube,... 2. Applying the knowledge implemented by the Communication Plan of the ESI on social networks. 3. Developing communication skills in social networks. 4. Using the new information and communication technologies to produce material to be included on social networks. 5. Gathering information to prepare press releases (news) related to the Center and subsequent start-up. 6. Managing the website of the Center. 7. Other tasks related to students' background developed within the Center.
VALUABLE SKILLS	Good command computer-based tools (office automation, M. Office package, Google Workspace, etc.) and Content Management Systems (CMS).
NUMBER OF PLACES OFFERED	1
NUMBER OF WORKING HOURS PER WEEK	25
TYPE OF STUDIES	Marketing or Communication
LEVEL OF STUDIES	Bachelor (BA) or Master (MA) student
LANGUAGE	B2 Spanish B2 English
NATIONALITY	Any
STARTING DATE	01/09/2022 (dd/mm/yyyy)
DURATION	6 months
FINANCIAL SUPPORT	400 € per month
ERASMUS FOR PLACEMENT GRANT	To be applied at the home institution
ACCOMMODATION	The University will provide assistance for finding accommodation if necessary.
DEADLINE	13/05/2022 (dd/mm/yyyy)
ATTACHMENTS	Applications should include a CV, letter of interest and official language certificates.



RESPONSIBLE TUTOR	ROSA MARIA AYALA PALENZUELA Director of ESI
CONTACT	Fundación de la Universidad de Almería International Traineeships. PITA Building, Office 27 +34950015975 pextran@fundacionual.es



UNIVERSITY OF ALMERIA - HUMAN RESOURCES OFFICE

TRAINEESHIP OFFER

INSTITUTION/SERVICE OR AREA	UNIVERSITY OF ALMERIA / HUMAN RESOURCES OFFICE
INTERNSHIP NAME	Support in administrative tasks
LOCATION	Ctra. De Sacramento s/n, La Cañada de San Urbano, 04120, Almería (Spain)
TRAINEESHIP DESCRIPTION	<ol style="list-style-type: none"> 1. Archive documentation. Development of Digital Archive of personal files and records. Digitization of files. 2. Digitization and cataloguing reports and other documents from the Human Resources Office. 3. Support in the process of announcements for Administration and Services Staff, Teaching and Research Staff, and other Research / Technical Staff. 4. Support to the Selection Board and Evaluation Committees. 5. Support in the process of management of the staff contracts. 6. Support in the justification of the hiring process of recruitment personnel. Delivery of documents. 7. Support in other tasks of the Human Resources Office according to their needs.
VALUABLE SKILLS	Knowledge of computer-based tools (office automation, M. Office package, Google Workspace, etc.).
NUMBER OF PLACES OFFERED	2
NUMBER OF WORKING HOURS PER WEEK	25
TYPE OF STUDIES	Any relevant discipline.
LEVEL OF STUDIES	Bachelor (BA) student
LANGUAGE	B1 Spanish B1 English
NATIONALITY	Any
STARTING DATE	01/10/2022 (dd/mm/yyyy)
DURATION	10 months
FINANCIAL SUPPORT	400 € per month
ERASMUS FOR PLACEMENT GRANT	To be applied at the home institution
ACCOMMODATION	The University will provide assistance for finding accommodation if necessary.
DEADLINE	13/05/2022 (dd/mm/yyyy)
ATTACHMENTS	Applications should include a CV, letter of interest and official language certificates.



RESPONSIBLE TUTOR	Miguel Cobo Martínez Head of Human Resources Office
CONTACT	Fundación de la Universidad de Almería International Traineeships. PITA Building, Office 27 +34950015975 pextran@fundacionual.es



**UNIVERSITY OF ALMERIA - VICE-RECTOR'S OFFICE FOR
COMMUNICATION AND UNIVERSITY EXTENSION**

TRAINEESHIP OFFER

INSTITUTION/SERVICE OR AREA	UNIVERSITY OF ALMERIA / VICE-RECTOR'S OFFICE FOR COMMUNICATION AND UNIVERSITY EXTENSION
INTERNSHIP NAME	Management support for cultural activities.
LOCATION	Ctra. De Sacramento s/n, La Cañada de San Urbano, 04120, Almería (Spain)
TRAINEESHIP DESCRIPTION	Tasks related to the organization of cultural activities and summer courses.
VALUABLE SKILLS	
NUMBER OF PLACES OFFERED	1
NUMBER OF WORKING HOURS PER WEEK	25
TYPE OF STUDIES	Tourism, Communication, Marketing
LEVEL OF STUDIES	Bachelor (BA), Master (MA) or PhD student
LANGUAGE	B2 Spanish B1 English
NATIONALITY	Any
STARTING DATE	01/10/2022 (dd/mm/yyyy)
DURATION	9 months
FINANCIAL SUPPORT	400 € per month
ERASMUS FOR PLACEMENT GRANT	To be applied at the home institution
ACCOMMODATION	The University will provide assistance for finding accommodation if necessary.
DEADLINE	13/05/2022 (dd/mm/yyyy)
ATTACHMENTS	Applications should include a CV, letter of interest and official language certificates.
RESPONSIBLE TUTOR	María Elisa Álvarez Siles Vice-rector's office for communication and university extension Director
CONTACT	Fundación de la Universidad de Almería International Traineeships. PITA Building, Office 27 +34950015975 pextran@fundacionual.es



UNIVERSITY OF ALMERIA - CONTRACTS, ESTATE AND COMMON SERVICES OFFICE

TRAINEESHIP OFFER

INSTITUTION/SERVICE OR AREA	UNIVERSITY OF ALMERIA / Contracts, Estate And Common Services Office
INTERNSHIP NAME	Support in administrative tasks
LOCATION	Ctra. De Sacramento s/n, La Cañada de San Urbano, 04120, Almería (Spain)
TRAINEESHIP DESCRIPTION	Assist the staff with the implementation of the SDA (minor purchase request) system
VALUABLE SKILLS	Knowledge of computer-based tools (office automation, M. Office package, Google Workspace, etc.) and on-line shopping cart.
NUMBER OF PLACES OFFERED	2
NUMBER OF WORKING HOURS PER WEEK	25
TYPE OF STUDIES	Business administration or similar and/or Law
LEVEL OF STUDIES	Bachelor (BA) or Master (MA) student
LANGUAGE	A2 Spanish
NATIONALITY	Any
STARTING DATE	01/09/2022 (dd/mm/yyyy)
DURATION	From 9 up to 12 months
FINANCIAL SUPPORT	400 € per month
ERASMUS FOR PLACEMENT GRANT	To be applied at the home institution
ACCOMMODATION	The University will provide assistance for finding accommodation if necessary.
DEADLINE	13/05/2022 (dd/mm/yyyy)
ATTACHMENTS	Applications should include a CV, letter of interest and official language certificates.
RESPONSIBLE TUTOR	Antonio Sanchez Suarez Head of Contracts, Estate And Common Services Office
CONTACT	Fundación de la Universidad de Almería International Traineeships. PITA Building, Office 27 +34950015975 pextran@fundacionual.es



**UNIVERSITY OF ALMERIA - VICE-RECTOR'S OFFICE OF RESEARCH
AND INNOVATION**

TRAINEESHIP OFFER

INSTITUTION/SERVICE OR AREA	UNIVERSITY OF ALMERIA / VICE-RECTOR'S OFFICE OF RESEARCH AND INNOVATION
INTERNSHIP NAME	Support in administrative tasks
LOCATION	Ctra. De Sacramento s/n, La Cañada de San Urbano, 04120, Almería (Spain)
TRAINEESHIP DESCRIPTION	Support for the administrative processing of grants for R&D. DataBase Maintenance
VALUABLE SKILLS	Knowledge of computer-based tools (office automation, M. Office package, Google Workspace, etc.) and Social Media.
NUMBER OF PLACES OFFERED	1
NUMBER OF WORKING HOURS PER WEEK	25
TYPE OF STUDIES	Public administration studies
LEVEL OF STUDIES	Bachelor (BA) student
LANGUAGE	C1 Spanish
NATIONALITY	Any
STARTING DATE	01/09/2022 (dd/mm/yyyy)
DURATION	From 9 up to 12 months
FINANCIAL SUPPORT	400 € per month
ERASMUS FOR PLACEMENT GRANT	To be applied at the home institution
ACCOMMODATION	The University will provide assistance for finding accommodation if necessary.
DEADLINE	13/05/2022 (dd/mm/yyyy)
ATTACHMENTS	Applications should include a CV, letter of interest and official language certificates.
RESPONSIBLE TUTOR	Enrique Padial Head of the Research Management Service
CONTACT	Fundación de la Universidad de Almería International Traineeships. PITA Building, Office 27 +34950015975 pextran@fundacionual.es



**UNIVERSITY OF ALMERIA - VICE-RECTOR'S OFFICE OF RESEARCH
AND INNOVATION**

TRAINEESHIP OFFER

INSTITUTION/SERVICE OR AREA	UNIVERSITY OF ALMERIA / VICE-RECTOR'S OFFICE OF RESEARCH AND INNOVATION
INTERNSHIP NAME	European and international project management support
LOCATION	Ctra. De Sacramento s/n, La Cañada de San Urbano, 04120, Almería (Spain)
TRAINEESHIP DESCRIPTION	Support in the administrative management of international projects. Database maintenance.
VALUABLE SKILLS	Knowledge of computer-based tools (office automation, M. Office package, Google Workspace, etc.) and Social Media.
NUMBER OF PLACES OFFERED	1
NUMBER OF WORKING HOURS PER WEEK	25
TYPE OF STUDIES	Business and public administration studies
LEVEL OF STUDIES	Bachelor (BA) student
LANGUAGE	B2 Spanish C1 English
NATIONALITY	Any
STARTING DATE	01/09/2022 (dd/mm/yyyy)
DURATION	From 9 up to 12 months
FINANCIAL SUPPORT	400 € per month
ERASMUS FOR PLACEMENT GRANT	To be applied at the home institution
ACCOMMODATION	The University will provide assistance for finding accommodation if necessary.
DEADLINE	13/05/2022 (dd/mm/yyyy)
ATTACHMENTS	Applications should include a CV, letter of interest and official language certificates.
RESPONSIBLE TUTOR	Enrique Padial Head of the Research Management Service
CONTACT	Fundación de la Universidad de Almería International Traineeships. PITA Building, Office 27 +34950015975 pextran@fundacionual.es



UNIVERSITY OF ALMERIA - VICE-RECTOR'S OFFICE FOR INTERNATIONALIZATION

TRAINEESHIP OFFER

INSTITUTION/SERVICE OR AREA	UNIVERSITY OF ALMERIA / VICE-RECTOR'S OFFICE FOR INTERNATIONALIZATION
INTERNSHIP NAME	Management of the Internationalization social networks at UAL
LOCATION	Ctra. De Sacramento s/n, La Cañada de San Urbano, 04120, Almería (Spain)
TRAINEESHIP DESCRIPTION	Content development and Social Media management of the Vice-Rector's Office.
VALUABLE SKILLS	Knowledge in Social Media Management. Good competence in Spanish. Good computer skills. Ability to multi-task and to work in team.
NUMBER OF PLACES OFFERED	1
NUMBER OF WORKING HOURS PER WEEK	25
TYPE OF STUDIES	Any relevant discipline.
LEVEL OF STUDIES	Bachelor (BA) or Master (MA) student
LANGUAGE	B2 Spanish C1 English
NATIONALITY	Any
STARTING DATE	01/09/2022 (dd/mm/yyyy)
DURATION	From 6 up to 12 months
FINANCIAL SUPPORT	400 € per month
ERASMUS FOR PLACEMENT GRANT	To be applied at the home institution
ACCOMMODATION	The University will provide assistance for finding accommodation if necessary.
DEADLINE	13/05/2022 (dd/mm/yyyy)
ATTACHMENTS	Applications should include a CV, letter of interest and official language certificates.
RESPONSIBLE TUTOR	Hugo González Director of Promotion for the Internationalization
CONTACT	Fundación de la Universidad de Almería International Traineeships. PITA Building, Office 27 +34950015975 pextran@fundacionual.es



UNIVERSITY OF ALMERIA - INTERNATIONAL OFFICE

TRAINEESHIP OFFER

INSTITUTION/SERVICE OR AREA	UNIVERSITY OF ALMERIA / INTERNATIONAL OFFICE
INTERNSHIP NAME	International Office
LOCATION	Ctra. De Sacramento s/n, La Cañada de San Urbano, 04120, Almería (Spain)
TRAINEESHIP DESCRIPTION	Reception and assistance to international students. Support for the development of EU international projects. Administrative tasks related to Incoming and outgoing Students. Assistance in the organization of events.
VALUABLE SKILLS	Good computer skills. Ability to multi-task and to work in team.
NUMBER OF PLACES OFFERED	3
NUMBER OF WORKING HOURS PER WEEK	25
TYPE OF STUDIES	Any relevant discipline
LEVEL OF STUDIES	Bachelor (BA), Master (MA) or PhD student
LANGUAGE	B2 Spanish B2 English
NATIONALITY	Any
STARTING DATE	01/09/2022 (dd/mm/yyyy)
DURATION	9 months
FINANCIAL SUPPORT	400 € per month
ERASMUS FOR PLACEMENT GRANT	To be applied at the home institution
ACCOMMODATION	The University will provide assistance for finding accommodation if necessary.
DEADLINE	13/05/2022 (dd/mm/yyyy)
ATTACHMENTS	Applications should include a CV, letter of interest and official language certificates.
RESPONSIBLE TUTOR	Francisco Joya González Head of International Office
CONTACT	Fundación de la Universidad de Almería International Traineeships. PITA Building, Office 27 +34950015975 pextran@fundacionual.es