

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	Support in managing cultural activities at all stages of the process based on the need (idea proposal, organization, implementation and economic management).
VALUABLE SKILLS	Knowledge of computer-based tools (office automation, M. Office package, Google Workspace, etc.), social networks, web pages.
NUMBER OF PLACES OFFERED	1
NUMBER OF WORKING HOURS PER WEEK	25
TYPE OF STUDIES	Tourism, Communication, Marketing
LEVEL OF STUDIES	Bachelor, master or PhD student
LANGUAGE	C2 Spanish B2 English
NATIONALITY	Any
STARTING DATE	01/09/2021 (dd/mm/yyyy)
DURATION	12 months
FINANCIAL ASSISTANCE	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	15/06/2021 (dd/mm/yyyy)
ATTACHMENTS	Applications should include a CV, letter of interest and language certificates.
RESPONSIBLE TUTOR	M ^a del Mar Ruíz Domínguez Vice-rector of Communication and University Extension
CONTACT	Fundación de la Universidad de Almería International Traineeships. PITA Building, Office 27 +34950015975 pextran@fundacionual.es

UNIVERSITY OF ALMERIA - DEAN OF THE FACULTY OF PSYCHOLOGY

TRAINEESHIP OFFER

INSTITUTION/SERVICE OR AREA	UNIVERSITY OF ALMERIA / DEAN OF THE FACULTY OF PSYCHOLOGY
INTERNSHIP NAME	Student Orientation and Scientific Dissemination
LOCATION	Ctra. De Sacramento s/n, La Cañada de San Urbano, 04120, Almería (Spain)
TRAINEESHIP DESCRIPTION	Collaboration in the tasks of scientific dissemination. and extension of the Faculty, student orientation and collaboration with the internship centers.
VALUABLE SKILLS	Knowledge of computer-based tools (office automation, M. Office package, Google Workspace, etc.), creativity, social media, organizational skills.
NUMBER OF PLACES OFFERED	1
NUMBER OF WORKING HOURS PER WEEK	25
TYPE OF STUDIES	Psychology
LEVEL OF STUDIES	Bachelor or master student
LANGUAGE	B2 Spanish C1 English
NATIONALITY	Any
STARTING DATE	15/09/2021 (dd/mm/yyyy)
DURATION	5 months
FINANCIAL ASSISTANCE	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	15/06/2021 (dd/mm/yyyy)
ATTACHMENTS	Applications should include a CV, letter of interest and language certificates.
RESPONSIBLE TUTOR	María Encarnación Carmona Samper Dean of the Faculty of Psychology
CONTACT	Fundación de la Universidad de Almería International Traineeships. PITA Building, Office 27 +34950015975 pextran@fundacionual.es

UNIVERSITY OF ALMERIA - HIGHER SCHOOL OF ENGINEERING

TRAINEESHIP OFFER

INSTITUTION/SERVICE OR AREA	UNIVERSITY OF ALMERIA / HIGHER SCHOOL OF ENGINEERING
INTERNSHIP NAME	Communication 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 ESI Communication Plan on social networks: Facebook, Instagram, Twitter, YouTube,... 2. Applying the knowledge implementing the Center's Communication Plan on social networks. 3. Developing communication skills in social networks. 4. Use the new information and communication technologies to produce material to include on social networks. 5. Acquiring information to prepare press releases (news) related to the Center and subsequent start-up. 6. Managing the website of the Center. 7. Other tasks in the field of the student's 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 student
LANGUAGE	B2 Spanish B1 English
NATIONALITY	Any
STARTING DATE	06/09/2021 (dd/mm/yyyy)
DURATION	9 months
FINANCIAL ASSISTANCE	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	15/06/2021 (dd/mm/yyyy)
ATTACHMENTS	Applications should include a CV, letter of interest and language certificates.
RESPONSIBLE TUTOR	Rosa Ayala Palenzuela Director of ESI



CONTACT

Fundación de la Universidad de Almería
International Traineeships. PITA Building, Office 27
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UNIVERSITY OF ALMERIA - FACULTY OF EXPERIMENTAL SCIENCES

TRAINEESHIP OFFER

INSTITUTION/SERVICE OR AREA	UNIVERSITY OF ALMERIA / FACULTY OF EXPERIMENTAL SCIENCES
INTERNSHIP NAME	Support to Administration and Mobility
LOCATION	Ctra. De Sacramento s/n, La Cañada de San Urbano, 04120, Almería (Spain)
TRAINEESHIP DESCRIPTION	<ol style="list-style-type: none"> 1. Promote mobility. 2. Look for partner universities in our study areas. 3. Social media. 4. Administrative tasks of the centre.
VALUABLE SKILLS	Knowledge of computer-based tools (office automation, M. Office package, Google Workspace, etc.) Work capacity and initiative. Group collaboration team capacity.
NUMBER OF PLACES OFFERED	1
NUMBER OF WORKING HOURS PER WEEK	25
TYPE OF STUDIES	Scientific area (STEM) with predisposition to tasks of management mobility and administration tasks.
LEVEL OF STUDIES	Bachelor or master student
LANGUAGE	A2 Spanish B2 English
NATIONALITY	Any
STARTING DATE	01/09/2021 (dd/mm/yyyy)
DURATION	4 months
FINANCIAL ASSISTANCE	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	15/06/2021 (dd/mm/yyyy)
ATTACHMENTS	Applications should include a CV, letter of interest and language certificates.
RESPONSIBLE TUTOR	Juan José Moreno Balcázar Dean of the Faculty of Experimental Sciences
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 Social Networks of Internationalization of the 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 or master student
LANGUAGE	B2 Spanish C1 English
NATIONALITY	Any
STARTING DATE	01/09/2021 (dd/mm/yyyy)
DURATION	12 months
FINANCIAL ASSISTANCE	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	15/06/2021 (dd/mm/yyyy)
ATTACHMENTS	Applications should include a CV, letter of interest and 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 - FACULTY OF ECONOMIC SCIENCES

TRAINEESHIP OFFER

INSTITUTION/SERVICE OR AREA	UNIVERSITY OF ALMERIA / FACULTY OF ECONOMIC SCIENCES
INTERNSHIP NAME	Support in administrative tasks
LOCATION	Ctra. De Sacramento s/n, La Cañada de San Urbano, 04120, Almería (Spain)
TRAINEESHIP DESCRIPTION	Support to the management administrative area of the center. Event organization.
VALUABLE SKILLS	knowledge of computer-based tools (office automation, M. Office package, Google Workspace, etc.), social media management, communication skills.
NUMBER OF PLACES OFFERED	1
NUMBER OF WORKING HOURS PER WEEK	25
TYPE OF STUDIES	Business administration or similar.
LEVEL OF STUDIES	Bachelor student
LANGUAGE	B2 Spanish B1 English
NATIONALITY	Any
STARTING DATE	01/09/2021 (dd/mm/yyyy)
DURATION	10 months
FINANCIAL ASSISTANCE	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	15/06/2021 (dd/mm/yyyy)
ATTACHMENTS	Applications should include a CV, letter of interest and language certificates.
RESPONSIBLE TUTOR	Jerónimo de Burgos Jiménez Dean of the Faculty of Economic Sciences
CONTACT	Fundación de la Universidad de Almería International Traineeships. PITA Building, Office 27 +34950015975 pextran@fundacionual.es

UNIVERSITY OF ALMERIA - FINANCIAL OFFICE

TRAINEESHIP OFFER

INSTITUTION/SERVICE OR AREA	UNIVERSITY OF ALMERIA / FINANCIAL OFFICE
INTERNSHIP NAME	Manage the accounting of the University of Almería
LOCATION	Ctra. De Sacramento s/n, La Cañada de San Urbano, 04120, Almería (Spain)
TRAINEESHIP DESCRIPTION	Administrative support in budget management, income, invoices, payments, accounting, treasury and tax obligations.
VALUABLE SKILLS	Good level competence in languages (Spanish and English). Good computer skills. Ability to multi-task and to work in team.
NUMBER OF PLACES OFFERED	2
NUMBER OF WORKING HOURS PER WEEK	25
TYPE OF STUDIES	Any relevant discipline related to one or more of the next study areas: economic, business, tax, accounting, etc.
LEVEL OF STUDIES	Bachelor, master or PhD student
LANGUAGE	B2 Spanish B2 English
NATIONALITY	Any
STARTING DATE	01/09/2021 (dd/mm/yyyy)
DURATION	6 months
FINANCIAL ASSISTANCE	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	15/06/2021 (dd/mm/yyyy)
ATTACHMENTS	Applications should include a CV, letter of interest and language certificates.
RESPONSIBLE TUTOR	Jose F. Izquierdo Vilaseca Head of Financial Office
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. Human Resources.
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 documentation from the Human Resources Office. 3. Support in the process of announcements for Administration and Services Personnel, Teaching and Research Personnel and other Research / Technical Personnel. 4. Support to Selection Board and Evaluation Commissions. 5. Support in the process of management of the staff contracts. 6. Support in the justification of the hiring process of recruitment personnel. Document's delivery. 7. Support in other tasks of the Human Resources Office based on the needs.
VALUABLE SKILLS	Knowledge of computer-based tools (office automation, M. Office package, Google Workspace, etc.).
NUMBER OF PLACES OFFERED	1
NUMBER OF WORKING HOURS PER WEEK	25
TYPE OF STUDIES	Any relevant discipline
LEVEL OF STUDIES	Bachelor or master student
LANGUAGE	B2 Spanish B2 English
NATIONALITY	Any
STARTING DATE	01/10/2021 (dd/mm/yyyy)
DURATION	9 months
FINANCIAL ASSISTANCE	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	15/06/2021 (dd/mm/yyyy)
ATTACHMENTS	Applications should include a CV, letter of interest and 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 - 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 development of EU international projects. Administrative tasks related with Incoming and outgoing Students procedures. 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, master or PhD student
LANGUAGE	B2 Spanish B2 English
NATIONALITY	Any
STARTING DATE	01/09/2021 (dd/mm/yyyy)
DURATION	9 months
FINANCIAL ASSISTANCE	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	15/06/2021 (dd/mm/yyyy)
ATTACHMENTS	Applications should include a CV, letter of interest and 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