

Proposal for placement/Propuesta para prácticas

Organisation/Organización de acogida	Servicio de Lenguas Modernas de la Universidad de Huelva											
Activity/Actividad	Internship (Erasmus prácticas)											
Address/Dirección	Universidad de Huelva Campus el Carmen Av. Tres de Marzo s/n 21071 Huelva											
City/Municipio	Huelva (Andalucia)											
Country/Pais	SPAIN											
Number of students/ Número de becarios	2											
Duration in weeks/ Duración en semanas	6 or 12 months											
Starting date / Fecha de comienzo	As soon as possible											
Closing date / Fecha de finalización	Rolling application											
Task Description/ Descripción de tareas:	<ul style="list-style-type: none"> • Organising events/courses (Tandem International) • Carrying out business correspondence • Arranging statistics and data • Preparing presentations in different languages • Checking and answering emails • Arranging information about the Language Courses • Participating in different activities organized by the Center • Promoting our language courses • Updating our information on our website 											
Other qualifications or comments/ Otros datos o comentarios	<ul style="list-style-type: none"> • Team work: <i>to work with our staff and students</i> • Communication skills: <i>presentations, giving information, one to one mainly in Spanish and in English, maybe also in other languages (German, French, Italian)</i> • Intercultural skills: <i>dealing with people from Spain, Europe and other parts of the world</i> • Experience with organising different types of events: <i>seminars, social gatherings and promotional events</i> • Organisation skills: <i>student and visiting staff accommodation</i> 											
Computer skills/ Conocimiento de informática	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">Skills</th> <th style="background-color: #cccccc;">Level</th> </tr> </thead> <tbody> <tr> <td>1. Word</td> <td>good</td> </tr> <tr> <td>2. Excel</td> <td>good</td> </tr> <tr> <td>3. Power Point</td> <td>good</td> </tr> <tr> <td>4.</td> <td></td> </tr> </tbody> </table>	Skills	Level	1. Word	good	2. Excel	good	3. Power Point	good	4.		
Skills	Level											
1. Word	good											
2. Excel	good											
3. Power Point	good											
4.												
Language skills/ conocimientos de idiomas	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">Skills</th> <th style="background-color: #cccccc;">Level</th> </tr> </thead> <tbody> <tr> <td>1. Spanish (obligatory)</td> <td>B2+ or C1</td> </tr> <tr> <td>2. English</td> <td>B2</td> </tr> <tr> <td>3. German</td> <td>B2</td> </tr> </tbody> </table>	Skills	Level	1. Spanish (obligatory)	B2+ or C1	2. English	B2	3. German	B2			
Skills	Level											
1. Spanish (obligatory)	B2+ or C1											
2. English	B2											
3. German	B2											
Preferred field of training/ Campo preferido de formación	ANY											
Monthly remuneration/ayuda adicional	0											
Contact person /Persona de contacto	Susana Cordero Rey (Coordinator of the Language Center)											
Phone/Teléfono	00 34 959219345 or 00 34 657313159 (cell phone)											
E-mail	susana.cordero@sc.uhu.es											
Internet	http://www.uhu.es/lenguasmodernas/											

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