



# SG STEP PROGRAMME

**Santander Group Erasmus Training Exchange Programme  
at International Offices**

## OFFER FORM

<b>University:</b> Universitat Rovira i Virgili	<b>Country:</b> Spain
<b>Department:</b> International Center	
<b>Contact Person:</b> Núria Golobardes	
<b>Position:</b> International Officer	
<b>E-mail:</b> <a href="mailto:mobility.internship@urv.cat">mobility.internship@urv.cat</a> <i>Please put the following email address in CC: <a href="mailto:sara.fernandez@sgroup.be">sara.fernandez@sgroup.be</a></i>	
<b>Position offered:</b> Student or recent graduate of Tourism, Business and Administration, and related. <ul style="list-style-type: none"><li>- Good computer skills.</li><li>- Knowledge of data bases.</li><li>- Mature, responsible, organised, able to work on his/her own.</li><li>- Interested in internationalization.</li><li>- Willingness to innovate.</li><li>- Flexibility in the working approach.</li><li>- Capability of working in an international environment.</li><li>- Empathy and easy going.</li><li>- With problem-solving skills.</li></ul>	
<b>Placement duration:</b> 6-12 months (starting January 2017)	
<b>Deadline for application:</b> 16 December 2016	
<b>Brief description of the tasks to be carried out:</b> <p>We are looking for a student or recent graduate with communicative skills, capable of working in a team, and fluent in English, to contribute in the back office tasks. Knowledge of Spanish/Catalan is a plus.</p> <p>The intern will have supervision and guidance from the office staff and autonomy in working in various areas of hosting projects, in the fields of accommodation, buddy programme, and other administrative issues.</p>	





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**Type of student to carry out these tasks:**

- ✘ Bachelor student
- ✘ Master student

**Application process:** Applications should include:

- Academic record/transcript
- CV
- Letter of motivation

**Financial conditions:**

Erasmus+ placement/traineeship grant (application submitted by the grantee).

Date: 14 October 2016



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