



INTERNATIONAL
NETWORK
OF UNIVERSITIES
25th Anniversary

INU Internship Program Job Description

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| Job Title | Internship at International Center |
| Department | International Center |
| Reporting to | Rebeca Tomàs |
| Name of University | Universitat Rovira i Virgili |
| Duration of Internship | 6 to 12 months |
| Preferred start date | May/ June 2023 |
| Salary (If applicable) | - |
| Benefits offered by Host (If applicable): | Erasmus+ placement grant (for EU candidates). Also, the URV has a grant for international students of 150€ per month (up to 12 months). The I-Center can help the intern in finding a place to live by offering information on the different options available. |
| Working hours | Full time / 35h weekly |
| Location | Avinguda dels Països Catalans 17 43007 – |
| Tarragona. Catalonia, Spain. | |

Job Description

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.

Responsibilities and Duties

The intern will have supervision and guidance from the office staff and autonomy in working in various areas of hosting, buddy programme, and other administrative issues.

INU Presidency
European University Viadrina (Germany)
2021-2023

INU Coordination
Kingston University (UK)
Email inu@kingston.ac.uk
Tel: +44 (0) 208 417 3256
Web www.inunis.net



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University and Department Description

Universitat Rovira i Virgili, International Center.

The objectives of the I-Center are to:

- Increase the international visibility of the URV.
- Promote the internationalisation of the university community.
- Provide for all the URV's internationalisation processes.
- Provide support for all the URV students and staff engaged in international visits.
- Act as a one-stop shop for visiting international students and staff during their time at the URV.
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The I-Center is internally organized into three areas with different functions:

- Hosting
- Strategy
- Mobility

Selection Criteria

Skills:

- Basic computing skills (Word, Excel, Access, PowerPoint)
- Flexibility in the working approach.
- Capability of working in an international environment.
- Empathy and easy-going.
- With problem-solving skills.

Student profile:

- Student or recent graduate of any field of study.
- Good computer skills.
- Knowledge of databases.
- Mature, responsible, organised, and able to work on their own.
- Interested in internationalisation.
- Willingness to innovate.

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Applications should include:

- Academic record/transcript
- CV
- Letter of motivation

The applicant should come from a University that already has an agreement with the URV.

Required Language Proficiency

English – written and spoken knowledge of Spanish is a plus.

Contact person at host University who will manage the applications and answer questions from prospective applicant.

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|-----------------------|---------------------------------|
| Name | Rebeca Tomás |
| Position / Department | International Center / Strategy |
| Name of University | Universitat Rovira i Virgili |
| Email | rebeca.tomas@urv.cat |
| Phone number | (+34) 977 25 6172 |

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