

Organisation/Organización de acogida	Universidad de Huelva International Office	
Activity/Actividad	Higher Education	
Address/Dirección	Avenida de las Fuerzas Armadas Campus del Carmen Pabellón 8 3ª puerta	
City/Municipio	Huelva 21007	
Country/Pais	Spain	
Number of students/Número de becarios	2	
Duration in weeks/Duración en semanas	From 3 to 12 months	
Starting date /Fecha de comienzo		
Closing date /Fecha de finalización	Rolling application	
Task Description/Descripción de tareas:	<ul style="list-style-type: none"> • Organising events • Carrying out business correspondence • Organising trips • Arranging statistics and data • Preparing presentations • Arranging information about Spanish language summer schools 	
Other qualifications or comments/ Otros datos o comentarios	<ul style="list-style-type: none"> • Team work: in various types of teams with different people from students to university professors • Communication skills: presentations, giving information, one to one • Intercultural skills: with people from Spain, Europe and other parts of the world • Experience with organising different types of events (seminars, social gatherings, and promotions) • Organisation skills: student trips, student and visiting staff accommodation 	
Computer skills/conocimiento de informática	Skills 1. Word 2. excel	Level good good

	3. 4.	
Language skills/conocimientos de idiomas	Skills 1. English 2. Spanish 3. 4.	Level good good
Preferred field of training/Campo preferido de formación	Any	
Monthly remuneration/ayuda adicional	0	
Contact person /Persona de contacto	Raquel Pérez Cuadrado	
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Proposal for placement/Propuesta para prácticas