CGU Stella for Staff 2023

Professional Mobility Programme for Services Staff

PLACEMENT OFFER INTECO1

INFORMATION OF HOST UNIVERSITY	
Name of institution	Technological Institute of Santo Domingo - INTEC.
Address	Avenida de Los Próceres #49, Los Jardines del Norte 10602, Santo Domingo, República Dominicana • Apartado postal 342-9 y 249-2 (Dominican Republic).
Telephone	+18095679271.
Web	www.intec.edu.do
Short description	Instituto Tecnológico de Santo Domingo - INTEC is a private university, providing a public, not-for-profit service, and was founded in 1972. INTEC'S curriculum offers a lot of diversity: Engineering, Business, Health, Basic Sciences, Humanities and Social Studies.
INFORMATION OF PLACEMENT OFFER	
Department	Institutional Mobility Office.
Description of activities	• Get to know the procedure regarding assistance to students, academic and non-academic staff that request information regarding how do mobility (incoming and outgoing). • Learn good practices of the institutional mobility office and propose improvement ideas for the office. • Assist in the records and database updates regarding mobility request, successful candidates, contact points, and others. • Support in the design and logistic of the international staff week and the intercultural week. • Assist in the welcoming of students and staff. • Assist in the promotion of student mobility programs inside the university. • Promote the sending institution at INTEC. • Support the design and dissemination of informative and promotional material for international education projects and/or programs.
Working languages	English and Spanish.
Working place	Erasmus and Institutional Mobility Office.
Mobility period	To be agreed with the candidate.
Length	7 working days.
Daily working hours	5 hours.

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Supplementary contribution	Transportation from Santo Domingo international airport to the accommodation.
No. of offered placements	3.
CURRICULAR PROFILE OF CANDIDATE	
Academic title	Undergraduate Degree.
Required experience	Being part of International Office at the home institution.
Required skills	• Office packaged (medium or advanced level); • Writing skills; • Creative; • Organization; • Fluent communication; • Adaptability; • Flexibility; • Team working.