# CGU Stella Junior 2023

*Mobility and training programme for students*

## PLACEMENT OFFER UDG01J

| INFORMATION ON THE HOST UNIVERSITY | |
|---|---|
| Name of the institution | University of Guadalajara. |
| Address | Av. Juarez No. 976, Colonia Centro, C.P. 44100, Guadalajara, Jalisco, Mexico. |
| Telephone | +52 (33) 3134 2222. |
| Web | https://www.udg.mx/en. |
| Short description | UdeG is a public and autonomous university system in the Mexican state of Jalisco that combines an international scope and vision with a strong commitment to society. A tradition of constant innovation and quality has made UdeG one of Mexico's leading institutions of higher education. The university's undergraduate, graduate and research programs are designed to promote sustainable and inclusive social development, being a fundamental institution in the formation of human resources and the production of scientific and technological knowledge, both regionally and nationally. |
| **INFORMATION ON THE PLACEMENT OFFER** | |
| Department | Office for International Affairs. |
| Description of the activities | The selected candidate will provide support to the student mobility program. As part of their role, they will be expected to provide support for the incoming and outgoing students and help with operative tasks for the event to welcome incoming students. Administrative support within the Office for International Affairs. |
| Working languages | English and Spanish. |
| Working place | Unit of Interinstitutional and International Relations, located at López Cotilla N° 1043, Col. Centro, C.P. 44100, Guadalajara, Jalisco, México. |
| Mobility period | Within the indicated period. 09/07/2023 - 09/27/2023. |
| Length | 15 calendar days. |
| Daily working hours | 8 hours. |
| No. of placements offered | 2. |
| Supplementary contribution | The selected candidates will receive a grant of $10,000 MXN. The full amount will be deposited to a national bank account the participant will be required to open at their arrival. The Office for Internationalization may offer guidance if needed.<br>Candidates must note that the grant money will be available one or two weeks after they present their bank account information to the Office for Internationalization. |

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| CURRICULAR PROFILE OF THE CANDIDATE | |
|---|---|
| **Academic title** | • Diploma.<br>• Degree. |
| **Required experience** | This offer seeks to support candidates without previous experience in internationalization of education. We welcome young students of International Relations or related fields looking for their first professional experience in international cooperation of Higher Education Institutions. |
| **Required skills** | • We value strong soft skills as teamwork, communication and adaptation skills.<br>• Great organizational skills.<br>• Ability to work under pressure.<br>• Proactive.<br>• Interest in innovation and internationalization of higher education. Working proficiency in Spanish is mandatory.<br>• Knowledge of any additional language is compulsory. |