CGU Stella Junior 2023

Mobility and training programme for students

PLACEMENT OFFER UDG04J

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	Institutional Program for Internationalization CUCEA Global at the University Center for Economic and Administrative Sciences.
Description of the activities	The Stella Junior participant will be shadowing the CUCEA Global Coordinator and the Head of Cooperation and Internationalization: drafting agreements, briefs, and any communication and report documents; updating inbound and outbound participant databases; providing information to students interested in academic mobility; disseminating information on social media and participating in language and intercultural workshops.
Working languages	Spanish and English.
Working place	At the Academic Cooperation and Internationalization Unit Module N, third level at CUCEA. CUCEA is located at Periférico Norte N° 799, Núcleo Universitario Los Belenes, 45100, Zapopan, Jalisco, Mexico.
Mobility period	To be agreed with the candidate. Please note that we are unable to welcome the two selected candidates simultaneously.
Length	30 working days.
Daily working hours	6 hours, Monday through Friday.
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

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	participant will be required to open at their arrival. The Office for Internationalization may offer guidance if needed. 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. Additionally, the University Center of Economic and Administrative Sciences offers: • A daily meal at the campus restaurant. • Free access to the Fitness and Recreation Facility (CARE) on campus. • Free participation at the Peace Ambassador team of her/his liking. • Free participation at the Business Entrepreneurship Community of her/his liking.
CURRICULAR PROFILE OF THE CANDIDATE	
Academic title	• Bachelor's Degree. • Master's Degree.
Required experience	Clerical experience.
Required skills	• The participant must be proactive, creative and willing to provide some sort of customer service. • He/she must have good communication skills.