JOB OFFER 1 - ADMINISTRATIVE

Offering entity: The Compostela Group of Universities (CGU) is a non-profit association, with a legal personality and own governing body and annual budget, of international scope, with VAT code G15520307, declared as an entity of public benefit by the Spanish Ministry of Internal Affairs and registered since June 26, 1995 in the National Register of Associations of the Spanish Ministry of Internal Affairs with the number 145.292.

The CGU has its permanent office at Casa da Cuncha, rúa da Conga, number 1, postal code 15704, Santiago de Compostela. e-mail grupo.compostela@usc.es.

At present, it has 64 full-member universities, three associated entities and eight collaborating associations, whose common objective is to foster cooperation in higher education and to promote and preserve the cultural heritage surrounding the Camino de Santiago, understood as a phenomenon that contributed decisively to the definition of the concept and nature of Europe.

Post offered: 1 administrative post.

Incorporation: Immediate.

Type of contract: Alternating training.

Duration: 2 years, in line with the type of contract.

Working day: Full-time (including training time and actual work).

Schedule: The effective work will be from Monday to Friday in the morning, with flexible hours according to contractual modality to be able to attend the training schedule.

Modality: On-site. The post will be supervised/mentored.

Tasks: Inherent to the position to support the operation and activity of the association.

Requirements:

-To be registered in the SEPE (Spanish Public Employment State Service) as a job seeker.

-Not having an official qualification related to the position to be performed.

-Not having a professional qualification recognised by degrees or certificates of professionalism.

-Be between 16 and 30 years old.

Technical requirements: Minimum knowledge of office software, design, electronic platforms and networks and data processing.

Language requirements: Spanish, Galician and knowledge of English.

Special features of the job: Architectural barriers in the building where the CGU office is located.

-Cross-cutting skills: Responsibility, commitment, organisation, planning and communication skills.

Selection process: By interview and CV assessment.

Submission of applications: Candidates can apply by sending their curriculum vitae to grupo.compostela@usc.es indicating "Application for job offer 1 - Administrative".

Deadline for submission of applications is 10 October 2024.

Santiago de Compostela, 23 September 2024.