ERASMUS+ PLACEMENT OFFER	
Company	Faculty of Economics and Business Studies Universidad Autónoma de Madrid
Location	Madrid, Spain
Placement offered	Assistant to the Director of the Summer School of Economics and Business, and the Summer School "First University-Level Experience for High School Students"
Main activity	Support to the Director of the Summer School of Economics and Business (SSEB) https://uamsseb.wordpress.com/ Support to the Director of the Summer School "First University-Level Experience for High School Students"
Tasks of the trainee	The trainee will do the following tasks: A) Design and implementation of marketing activities B) Searching for contact information of universities and high schools C) Making data bases D) Contacting potential partners E) Implementing web and other social media improvements F) Preparation of materials, activities, and mentoring of foreign students G) Other tasks that may be required for the implementation of the Summer Schools
Duration	From 3 to 6.5 months
Starting date	Between January 13th and April 1st, 2019
Ending date	Between April 13th and July 31st, 2019
Places available	Two
Student profile	Bachelor or master student
Type of studies	Any
Level of studies	Any
Language	English level C1 and Spanish level C1 (or at least level C1 in one language and at least B2 in the other one)
Essential requirements	Ability to work in an international environment, sociable, organized, responsible, team worker, computer knowledge, multitasked

Desired skills	Enthusiasm, very good oral and written communication skills, time management skills	
Knowledge, skills and competences to be acquired or enhanced	Research abilities, higher-education marketing, international relations, ability to work in an international environment, team work, communication skills, time management skills	
Nationality	Any	
Remuneration	No money payment, but FULL scholarships are available for the Summer School of Economics and Business if the trainee is at UAM at the moment (June 29-July 24, 2020) https://uamsseb.wordpress.com/	
Fringe benefits	Access to all university facilities in the same conditions than UAM's students, superb working environment in the best campus of Madrid, reduced fees for UAM's Spanish courses	
Grant	Erasmus grant required	
Accommodation	Help finding accommodation	
Deadline	Roll-on basis	
Application	Send to the contact person: 1. Application form (at the end of this document) 2. Cover letter 3. CV 4. Proof of language levels (if available)	
Contact	Contact person	Prof. Dr. Miguel Buñuel
	Address	Facultad de Ciencias Económicas y Empresariales, Universidad Autónoma de Madrid, C/ Francisco Tomás y Valiente 5, Campus de Cantoblanco, 28049 Madrid (Spain)
	Email	miguel.bunuel@uam.es
	Website	https://uamsseb.wordpress.com/

APPLICATION FORM

Assistant to the Director of the Summer School of Economics and Business, and the Summer School "First University-Level Experience for High School Students"

Faculty of Economics and Business Studies

Universidad Autónoma de Madrid

Last name	
First name	
University	
e-mail	
Phone number	
Desired start date	
Desired end date	
English level	B2
Spanish level	B2