# Erasmus Student Work Placement in the UPCT

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<th>INSTITUTION</th>
<th>Universidad Politécnica de Cartagena / Technical University of Cartagena</th>
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<td>SHORT DESCRIPTION OF THE INSTITUTION</td>
<td>The UPCT is a public institution, established in 1998 and as such is the youngest Technical University in Spain. It is comprised of 7 Schools of Engineering, Business and Architecture and offers several Master and PhD Programmes.</td>
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| LOCATION | South-East of Spain (region of MURCIA)  
Address: Plaza del Cronista Isidoro Valverde, s/n - Edificio "Rectorado" - 30202 Cartagena - SPAIN |
| MAIN ACTIVITY OF THE PLACEMENT | News and visibility of the Technical University of Cartagena |
| PLACEMENT OFFERED | Assisting and making improvements on the corporate website, sharing news and general administrative support (use of e-mail and telephone).  
Customer service. The trainee will have occasional contacts with the public. |
| STUDENT PROFILE | Any relevant discipline (Marketing, Communication and Translation and Interpretation/Language degrees are considered an advantage)  
Knowledge of Spanish (minimum B2) and English (minimum B2)  
Good computer skills  
Mature, responsible, organised, able to work on his/her own and with other people. Versatile. |
| TYPE OF STUDIES | Any relevant discipline |
| LEVEL OF STUDIES | Undergraduate or postgraduate student |
| DESIRED SKILLS | Interested in communication, social media, community management, mass media, translation, good with languages  
Necessary basic computing skills (Word, Excel, Access, |
### Familiar with the internet and social networks

- Spanish – B2 written and spoken (minimum)
- English – B2 written and spoken (minimum)

### Nationality

Any

### Starting Date

As soon as possible

### Duration

3 months to 12 months

### Working Hours

25 hours per week from 09:00 to 14:00

### Salary

No financial contribution

### Erasmus / Leonardo Grant

To be applied for at the home institution (or country)

### Accommodation

In the University’s residences: about 540 € per month (subject to availability) or in a flat to be shared with other students (average 175 € per student per month)

### Deadline

Applications should include a CV and a motivation letter. The deadline for receiving applications is a.s.a.p.

### Contact

Blasi Navarro – Jefe Servicio Comunicación

Servicio de Comunicación UPCT

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