

The Fundació Bosch i Gimpera was created in 1983 as a knowledge, technology and innovation transfer center of the University of Barcelona (UB). As its own means, it is in charge of innovation, promotion, valorization, transfer of results and management of contracts, agreements and projects of the UB and needs to incorporate:

Administrative staff of the International Relations Office

Functions:

Participating in the organization of all the processes associated with outgoing and incoming students' mobility (e.g., implementing mobility calls, organizing informative sessions, dealing with partner universities, etc.).

Supporting and guiding students participating in an exchange program.

Assisting in the management and development of international agreements.

Organizing and attending meetings and international visits.

Supporting and developing specific projects and activities related to the international area.

Analyzing and processing data and writing reports.

Catching up on delayed and accumulated tasks due to the absence of several unit members.

Profile:

Administrative staff with knowledge of tasks related to student mobility and an excellent level of English.

Competencies:

Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

Fluent in Catalan and Spanish.

Fluency in other European languages will be an advantage.

Excellent communication skills.

Ability to work both independently and as part of a team of 9 people.

Good problem-solving and intercultural skills.

Excellent knowledge of Microsoft Office tools (Word, Excel, Access, Pow

Knowledge of social media skills will be an advantage.

Bachelor's degree will be an advantage.

Job experience in similar tasks is desired.

We offer:

- Permanent contract
- Weekly schedule: 35
- Gross monthly salary: 1857.85 Euros

Reserve:

Reserved for personnel with disabilities, in accordance with the provisions of Article 59 of the Legislative RD 5/2015, of October 30, passing the revised text of the Law of the Basic Statute of Public Employee.

Equality of opportunities:

In accordance with the measures set forth in the Fundació Bosch i Gimpera Equality Plan, we incorporate the gender perspective in the selection process to guarantee equal opportunities, neutrality, transparency and avoid prejudice and discrimination based on gender.

Additional information:

- Project Director: Alemany Leira, Ramon
- Project Number: 305160

Publication date : 31-07-2024

Publication end date : 10-08-2024