



Erasmus Placement Offers

University of Santiago de Compostela: Centro de Linguas Modernas

PLACEMENT INFORMATION	
2 Placement offers	<ul style="list-style-type: none">• 1 in languages programmes Santiago campus Centro de Linguas Modernas (CLM)• 1 in language programmes, Lugo campus Centro de Linguas Modernas (CLM)
Address	<p>CENTRO DE LINGUAS MODERNAS Campus de Santiago: Casa dos Catedráticos, 1ºC Avda. das Ciencias s/n CP 15782 Santiago de Compostela (A Coruña) - España</p> <p>Campus de Lugo: Edificio Facultade de Humanidades Complexo docente do campus de Lugo CP 27002 Lugo</p>
Contact Person	<p>KATERINA VLASAKOVA ACADEMIC HEAD OF THE CENTRO DE LINGUAS MODERNAS DA USC Email: clmdir@usc.es Tlf. +34 881814434</p>
Duration	3 / 6 or 9 months: from January 1st to September 30 th 2015
Requirements	<p>Spanish: Your language level should be at CEFR level B1-B2 or above and you must be confident using especially spoken Spanish: English / French / German: minimum B1 Experience using Microsoft Office is essential.</p>
Working Hours	37,5 hours/per week

Placement description

The Centro de Linguas Modernas of the University of Santiago de Compostela is seeking to recruit 2 Erasmus Placement Assistants between January and September 2015. We require well-organised self-starters to work five days a week except when the University is closed for public holidays although some flexibility is anticipated. **Although the USC does not provide financial support, it may be possible for you to apply for Erasmus funding from your home institution.** The USC provide language support in Spanish / Galician languages, free of charge during the placement mobility of the trainee if it is possible.

The work will involve the following general assistance to our team who work with over 2000 applicants each year:

- assistance with the enrolment of the incoming mobility students,
- collaboration in administrative tasks as a statistical research in language courses and exams,
- experience assisting with the organisation of exams and cultural events,
- management of th TANDEM programme between local and mobility students,
- Colaboration in propagation of the modern language classes.

This post may appeal to someone considering working in the field of international education after graduation and will allow you to acquire general office experience, communication skills and admissions knowledge. If you are interested you should send the following as a single PDF attachment for the attention of the CLM Director, Katerina Vlasakova at clm@usc.es, **as soon as possible**:

- a letter of interest outlining any relevant office experience and Microsoft Office use
- a Europass CV in Spanish or English outlining your previous work experience and academic achievements
- any evidence of your Spanish and English / French / German language levels
- A letter of recommendation from your home university (written in Spanish or English)

It is anticipated that interviews will take place via SKYPE from December 2014 with a selected group of candidates. All applicants will hear the outcome of our decision.