



Erasmus+



Dear Sir or Madam,

Our institution, Conservatorio Superior de Música de Málaga, Spain, would like to offer a SMT through Erasmus + in our international relations' office during the following academic year which will start next September.

Contact Company			
Company Name	CONSERVATORIO SUPERIOR DE MUSICA DE MÁLAGA		
Short description of the company	DEGREES IN CLASSICAL MUSIC. HIGH MUSIC EDUCATION INSTITUTION		
Address	PLAZA MAESTRO ARTOLA, 2, CP. 29013, MÁLAGA, SPAIN		
Branch	CLASSICAL MUSIC	Number of employees (approx.)	78
Contact person:	SONIA CARILLO, IRC'S		
Phone:	0034 671533850 // 0034 649798905		
Fax:	0034 951298341		
e-mail:	internacional@conservatoriosuperiormalaga.com		
Web:	www.conservatoriosuperiormalaga.com		

OFFER INTERNSHIP FORM

Offer Internship	
Number of open internship positions	1
Name of the position	Internship in International relations' office
Description of task, please mention in detail the responsibilities, tasks of the trainee	<ul style="list-style-type: none"> • assist staff with administration • emails • help and advise incoming students (orientation, registration • help organizing international trips of university staff members • help overseeing bilateral cooperation agreements • disseminate information on scholarships • handle scholarship applications • help update the website of the Centre for External Relations
Asked qualifications	<p>German, english and spanish speaker, good computer skills, able to work on his/her own</p> <ul style="list-style-type: none"> • computer literacy (Word, Excel)
Required skills (please mention here required skills like IT applications, computer	<p>German, english and spanish speaker, knowledge of spanish language, good computer skills, able to design a website.</p>

programs, social skills...)	
What You offer	A certificate of the worked time
Start date of placement	earliest starting date: 20 / 09/ 2014 or 10/ 02/2015 latest starting date: 1 / 10/2014 or 1/03/2015
Duration of placement	To end in February or june . It depends on which semester is chosen
How to apply	Sending the C.V. to the e-mail address
Make an application	Closing date: 15/09/2014 or 31/01/2015 (for spring semester) Reference number (if applicable): Subject: Internacional relations' office To: graduated BA students Additional specification: Attn.: Sonia Carillo P.O. Box: Street: Plaza Maestro Artola, 2 Postal code: 29013 City: MÁLAGA Country: SPAIN Contact phone: 0034 671533850 Fax: 0034 951298341 Email: internacional@conservatoriosuperiormalaga.com Web: www.conservatoriosuperiormalaga.com
Salary (if applicable)	(€): 0
Accommodation	Is your company able to offer an accommodation possibility? X no If yes, costs per month (€): If no, can you help in finding one? <input type="checkbox"/> yes
Is your company able to offer meals?	X no
Advantages in kind	<input type="checkbox"/> yes <input type="checkbox"/> no If yes, please describe:

Desired Knowledge

Fields of Studies (max. 3)	<input checked="" type="checkbox"/> all studies <input type="checkbox"/> architecture <input type="checkbox"/> civil engineering
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	<input type="checkbox"/> landscape planning <input type="checkbox"/> urban planning <input type="checkbox"/> computer science <input type="checkbox"/> electronic engineering <input type="checkbox"/> physics <input type="checkbox"/> mathematics <input type="checkbox"/> engineering <input type="checkbox"/> industrial engineering <input type="checkbox"/> biotechnology <input type="checkbox"/> energy and process engineering <input type="checkbox"/> materials science <input type="checkbox"/> transports <input type="checkbox"/> environmental engineering <input type="checkbox"/> chemistry <input type="checkbox"/> biology <input type="checkbox"/> pharmacy <input type="checkbox"/> psychology <input type="checkbox"/> medicine <input type="checkbox"/> geosciences natural sciences <input type="checkbox"/> business sciences <input type="checkbox"/> law <input type="checkbox"/> political economy <input type="checkbox"/> business management <input type="checkbox"/> communication and management <input type="checkbox"/> social sciences <input type="checkbox"/> languages <input type="checkbox"/> humanities <input type="checkbox"/> others
Level of education	<input checked="" type="checkbox"/> BA student <input type="checkbox"/> MA student x graduated BA <input type="checkbox"/> graduated MA <input type="checkbox"/> specialised
Working language	
Language Skills needed-max.3 (1= excellent, 3 = middle, 5 = basics)	German 1 English 1 Spanish 3 Italian French Others:
Additional qualifications:	