

Organisation/Organización de acogida	Servicio de Lenguas Modernas de la Universidad de Huelva	
Activity/Actividad	Internship (Erasmus prácticas)	
Address/Dirección	Universidad de Huelva Campus el Carmen Av. Tres de Marzo s/n 21071 Huelva	
City/Municipio	Huelva (Andalucía)	
Country/Pais	SPAIN	
Number of students/ Número de becarios	1	
Duration in weeks/ Duración en semanas	6 or 12 months	
Starting date / Fecha de comienzo	1 st September 2010	
Closing date / Fecha de finalización	Rolling application	
Task Description/ Descripción de tareas:	<ul style="list-style-type: none"> • Organising events/courses (Tandem International) • Carrying out business correspondence • Arranging statistics and data • Preparing presentations in different languages • Checking and answering emails • Arranging information about the Language Courses • Participating in different activities organized by the Center • Promoting our language courses • Updating our information on our website 	
Other qualifications or comments/ Otros datos o comentarios	<ul style="list-style-type: none"> • Team work: <i>to work with our staff and students</i> • Communication skills: <i>presentations, giving information, one to one mainly in Spanish and in English, maybe also in other languages (German, French, Italian)</i> • Intercultural skills: <i>dealing with people from Spain, Europe and other parts of the world</i> • Experience with organising different types of events: <i>seminars, social gatherings and promotional events</i> • Organisation skills: <i>student and visiting staff accommodation</i> 	
Computer skills/ conocimiento de informática	Skills 1. Word 2. Excel 3. Power Point 4.	Level good good good
Language skills/ conocimientos de idiomas	Skills 1. Spanish (obligatory) 2. English 3. German	Level B2+ or C1 B2 B2
Preferred field of training/ Campo preferido de formación	ANY	
Monthly remuneration/ayuda adicional	0	
Contact person /Persona de contacto	Susana Cordero Rey (Coordinator of the Language Center)	
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Proposal for placement/Propuesta para prácticas