

Erasmus Student Work Placement in Spain

ADMINISTRATION DEPARTMENT ASSISTANT

EMPLOYER INFORMATION	
Name of organisation	Comillas Foundation
Address inc post code	Comillas, Cantabria (Spain) Avda. de la Universidad Pontificia S/N. 39520
Telephone	+ 34 942 71 55 00
Fax	+ 34 942 71 55 19
E-mail	administracion@fundacioncomillas.es
Website	www.fundacioncomillas.es
Number of employees	12
Short description of the company	<p>The Comillas Foundation is an international benchmark institution in the teaching, research and diffusion of the Spanish language and Hispanic cultures.</p> <p>This is an alternative campus, an educational project designed to promote the development of knowledge. A meeting place for people from all kinds of backgrounds, with different aspirations and profiles but who all share a common goal: creating knowledge in Spanish.</p> <p>The Comillas Foundation offers an ensemble of activities concerned with the creation of knowledge in Spanish. These activities can be divided into three large complementary groups: conferences, courses and cultural activities.</p> <p>Another of the characteristics defining courses offered by the Comillas Foundation is its support for innovation and technology as basic tools in the learning process. For this, a powerful telematic platform is being developed so as to be able to offer students mixed teaching – attendance courses combined with distance learning, so that students will get the best out of both educational methodologies.</p> <p>The Comillas Foundation has a specific educational package available for each target market:</p> <ul style="list-style-type: none"> - Students of Spanish. - Teachers of Spanish as a Foreign Language. - Executives and professionals who use Spanish at work. - Companies and institutions. <p>The academic activities of the Comillas Foundation are developed in CIESE-Comillas (The International Center for Higher Spanish Studies), whose hallmarks are:</p> <ul style="list-style-type: none"> - Excellence in teaching, research and development of educational programs. - Emphasis on innovation and technology as basic and valuable tools in the teaching and learning process (R&D). - Collaboration with national and international institutions and companies highly regarded in both the academic and professional worlds. <p>Therefore, CIESE-Comillas provides a comprehensive academic program that offers undergraduate and graduate degrees together with tailor-made courses and different courses of specialization.</p> <p>Classroom Without Walls is an innovative program that allows students to immerse in real professional contexts, thus enhancing their learning process with fundamental hands-on</p>

	experiences. Classroom Without Walls relies on the support and participation of a large network of public and private organizations and companies, whose coordination is framed within the Government of Cantabria's strategy to promote regional growth, Invercantabria.
CONTACT DETAILS	
Contact person for this placement	Héctor López
Department and designation, job title	Administration Department
Direct telephone number	+ 34 942 71 55 00
E-mail address	administracion@fundacioncomillas.es
APPLICATION PROCEDURE	
Who to apply to (including contact details)	Marga Ruiz Responsible International Department. ruizm@fundacioncomillas.es + 34 942 71 55 00
Deadline for applications	31/05/2013
Application process	The candidate has to send: + curriculum vitae + academic record + motivation letter + recommendation letter + any other relevant information
PLACEMENT INFORMATION	
Department, Function	Administration Department – Administration Department Assistant
Location	Comillas, Cantabria (Spain)
Start Date	June (as soon as possible)
Duration	12 months
Working hours per week	40 hours
Description of activities,tasks	The Comillas Foundation is looking for students in the last year of their university degree. For this position your activities and task will be: + assist to the person in charge of the Administration Department in all duties related to the position. + cover all the areas of the department. It's a great opportunity to be involved in the growth of the Administration Department doing job shadowing tasks.
Accommodation (please select)	
Details of financial and "in kind" support to be provided	
Other	
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	English bilingual. Fluent in Spanish.
Computer skills and level of skills required	High knowledge of MS Office (Excel, Word, PowerPoint, Access).
Drivers license	
Other	Administration experience is required. Effective oral and written communication skills in Spanish, in English is a plus. Hard teamworker, the ability to work independently, organized and with a high sense of responsibility.