Auslandspraktikum
Praktikumsplatz-Angebot
für den Bereich
International Office

Land, Ort: Spanien, Oviedo
Einrichtung: Conservatorio Superior de Música Eduardo Martínez Torner del Principado de Asturias
Ansprechpartner: Frau Carmen Viejo Llaneza
Telefon: +34 985 20 55 13
Email: ori1@consmupa.com; international@consmupa.com
Webseite: consmupa.com
Start / Dauer: nach Absprache / 3 - 9 Monate
Bezahlung: keine

Beschreibung: PLACEMENT INFORMATION
Department / Function: International Relations Coordinator Assistant

Description of activities: Tasks associated with the International Relations Office: contact partner institutions (update and prepare new agreements between institutions), processing aid at regional, national and international Erasmus Scholarship, control of the scholars, aids processing, arrangement of scholarships... Translation of the School Magazine, internal and external documentation and support in the translation of material posted on the web. Translation of masterclasses. Possible language support to teachers and students.
Location: Conservatorio Superior de Música "Eduardo Martínez Torner" del Principado de Asturias. Corrada del Obispo s/n, 33003 Oviedo (Spain)

Duration: 3 up to 9 months.
Working hours per week: Flexible: ca. 35 hours / week.
Accommodation: Student to make own arrangements.
Payment or other benefits: No

Documents to be submitted: Curriculum Vitae and Cover Letter. Documents (photocopies or scans) of the valuable merits if available, such as experience certificates in the fields provided, as well as diplomas or certificates of courses completed.
Portfolio of work done will be valued: copies, links posted on internet or recorded on CD / DVD.

Registration deadline: For first semester or complete school year: June 30th 2017. For second semester: September 30th 2017.

**Anforderungen:**

Minimum requirements: Be enrolled in university official studies related to English Studies, Spanish, Translation and Interpretation, International Relations.

Languages and level of competence required: High level of English and Spanish (spoken and written). Other languages an advantage but not essential.
Computer skills and level of skills required: Good general knowledge of Microsoft Office packages.
Drivers license: Not required.
Other: Knowledge of musical terminology an advantage but not essential.

**Bewerbungsfrist:** 00.06.0017

**Stipendium:** Mögliche Förderung über ERASMUS-Stipendien für Auslandspraktika.