

## Placement Offer

### *Erasmus+ Traineeship 2022–Disseminating Erasmus+ experience*

<b>EMPLOYER INFORMATION</b>	
Name of organization	Alianza 4 Universidades (A4U)
Address	Campus Ciutadella de la UPF, carrer Ramón Trias Fargas 25-27
Postal Code	08005
City	Barcelona
Country	Spain
Telephone	+34 93 54 220 79
Website	<a href="https://alliance4universities.eu/">https://alliance4universities.eu/</a>
Number of employees	Office in Brussels: 1 employee Office at Universitat Autònoma de Barcelona: 1 employee Office at Universitat Pompeu Fabra: 1 employee
Year of foundation	2011
Contact person	Olga Belova
Department / Function	International Relations / International Project Manager
Direct telephone number	+34 93 54 220 79
Direct e-mail address	<a href="mailto:coordinacion@a-4u.eu">coordinacion@a-4u.eu</a>

<b>PLACEMENT INFORMATION</b>	
Department / Function	International Relations / Dissemination activities
Description of activities	<p>A4U is a consortium of four leading public Spanish universities: Universidad Autónoma de Madrid, Universidad Carlos III de Madrid, Universitat Autònoma de Barcelona and Universitat Pompeu Fabra.</p> <p>A4U runs a successful Erasmus+ exchange programme with partner universities in Russia, Iran, India, Indonesia, South Africa, Botswana and other non-</p>

	<p>European countries. As part of our dissemination activities you will be directly involved in contacting our past Erasmus+ participants, both staff and students, asking them to provide feedback on their exchange experience, processing the feedback and publishing success stories on our web.</p> <p>Duties will includes:</p> <ul style="list-style-type: none"> <li>- Editing and mailing out Google form questionnaires.</li> <li>- Liaising with Erasmus+ participants by email.</li> <li>- Collating quantitative data and turning qualitative data into publishable stories.</li> <li>- Editing A4U web: Expanding and improving existing web pages such as <a href="https://alliance4universities.eu/en/erasmus-stories/">https://alliance4universities.eu/en/erasmus-stories/</a> creating and publishing new pages and content.</li> <li>- Engaging in other project management and ad-hoc tasks as necessary.</li> </ul>
Skills required	Experience in web editing, excellent user-level computing skills (Google applications, Word, Excel, mail), excellent communication skills, both oral and in writing, ability to work independently as well as part of team, being responsible, willing to learn and adapt to a new environment.
Duration	Three months, 15 September- 15 December 2022
Working hours / Weekly hours	30 hours weekly
City	Barcelona
Help with finding accommodation and insurance	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Financial Contribution	<input type="checkbox"/> Yes (if Yes, please specify the amount) EUR...../month <input checked="" type="checkbox"/> No
Other	Only candidates that have received a grant from their sending institution (Erasmus+) will be accepted

## REQUIREMENTS

Oral and written language skills	<input checked="" type="checkbox"/> English (level: ) minimum B2, preferably C1 <input type="checkbox"/> German (level: ) <input type="checkbox"/> French (level: ) <input checked="" type="checkbox"/> Spanish (level: ) preferably B2 <input type="checkbox"/> Italian (level: ) <input type="checkbox"/> Russian (level: ) <input type="checkbox"/> Other (level: )
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Computer skills	Ms Office applications. Excel, Word, mail, Google forms, web editing.
Drivers license	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other	It is mandatory to have medical and liability insurance

**ADMISSION PROCEDURE**

Applications, steps of recruiting process	Send a cover letter and your CV to <a href="mailto:coordinacion@a-4u.eu">coordinacion@a-4u.eu</a> to the attention of Olga Belova by 15 July 2022.
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