

## **PART-TIME COLLABORATION INTERNSHIPS 20/21**

University CEU Cardenal Herrera offers part-time collaboration internships for international students during the 2020/21 Academic Year.

**The period of enrollment of these internships is comprised between October 15, 2020 and May 31, 2021.**

The fellows will report to the Rectorate of the University and will work 15 hours a week in support tasks for the Vice-Rectorate for Internationalization (Communication, Admission, International Student Services and Integration of the University), to the services of the Vice- Rectorate of Students (Sports, Languages, Campus Life) and the Faculties.

### **Scope of collaboration and competence development**

These internships are to develop the communication skills and abilities of the selected candidates by integrating them into the institution so that they can contribute with their knowledge and high-valued experiences. By taking part in these internships, the students can:

- Get to know the individual tasks of each service or faculty in the university, their importance and presence in the different communicative supports.
- Develop communication skills, just as much on a written level as on a spoken level, in multicultural groups, in a way that they can develop more fluid working dynamics.
- Improve their planning, organisation and prioritisation skills, working on the different tasks that they are collaborating on and meeting deadlines.
- Taking part in the university's content strategy, gaining general knowledge about Content Marketing and its impact on the brand image of the institution.
- Encourage the students to participate in university events and collaborating with the teams that created them so that the students become more integrated.
- Develop their proactivity and creativity in audio-visual projects related to their experiences at the university.
- Recognise the value of the academic and extracurricular activities put together by the different services and faculties and facilitate their coverage.
- Acquire and process information from different areas, analysing and summarising the most important details, which allows for correct reasoning and report.
- Develop their capacity for acquiring, processing and elaborating information related to what is currently happening at the university and its services and faculties.
- Improve their personal interaction skills with different types of people and adapting communication to the most suitable form.
- Identifying the best languages for each of the university's stake holders and adapt communication for each one of them.
- Develop research tasks for external online support where the university presence could be necessary.

The potential and skills acquired by the selected candidates will allow them to strengthen the online presence of the university on different social media platforms and websites as well as sharing their experiences with new students and international candidates.

## Collaboration Internships: Faculties and Services of destination

- Collaboration Internship 001 – Technical School of Architecture and Design (ESET)
- Collaboration Internship 002 - Faculties of Humanities and Communication Sciences, and Law, Business Management and Political Science
- Collaboration Internship 003 - Campus of Elche
- Collaboration Internship 004 - Vice-rectorate for Internationalization: Admission
- Collaboration Internship 005 - Vice-rectorate for Internationalization: Marketing
- Collaboration Internship 006 - Vice-rectorate for Internationalization: Communication
- Collaboration Internship 007 - Vice-rectorate for Internationalization: Mobility
- Collaboration Internship 008 - Vice-rectorate for Internationalization: International Student Services
- Collaboration Internship 009 - Vice-rectorate of Students and University Life: Sports (to be shared with the Faculty of Health Sciences)
- Collaboration Internship 010 - Vice-rectorate for Students and University Life: Languages Service
- Collaboration Internship 011 - Vice-rectorate of Students and University Life: Campus Life (will be shared with the Faculty of Veterinary Medicine)
- Collaboration Internship 012 - Corporate Communication: Student Communication

## Profile of candidates

- Students enrolled in first year of any of the international degrees taught at University CEU Cardenal Herrera.
- High level of English and a second language, preferably French or Italian.
- Knowledge of Spanish will be valued, both orally and in writing.
- Proactive and flexible with excellent communication skills.
- Attention to detail and deadlines.
- Computer skills and interest in social networks and blogs.
- Knowledge of the Office, Google and social networks package (Facebook, Instagram, Snapchat, Youtube).
- Interest in photography.

## Economic endowment and Payment

University CEU Cardenal Herrera will offer a gross economic endowment of 255 euros per month, as well as additional benefits such as free participation in some activities. The workload corresponds to 15 hours of work per week.

The payments will be made to the Spanish bank account that the beneficiary indicates in the University's Human Resources Department.

## Candidacy

Before submitting your application, **read carefully these terms and conditions** of the internships.

The candidate must fill in **the form on our website** and fill, in order of preference, the positions to which he applies. This form, as well as the rest of the documents, should be sent to [admission.en@uchceu.es](mailto:admission.en@uchceu.es) **before July 15, 2020. The list of selected candidates will be published on July 22, 2020.**

### Required documentation

- Application form duly completed and signed.
- CV with photography
- Motivation letter explaining the reasons for applying for the collaboration internship. In it, the qualities for which the candidate is considered suitable for the position should be emphasized.
- Other merits that the candidate considers necessary to present and that are related to the purpose of the internship.
- Other documents (such as a valid identity document, portfolio, letters of recommendation).
- Documentation related to your family socioeconomic situation.

At any time, the University can request candidates to conduct a Skype interview.

### Incompatibility of internships

The internships are incompatible with:

- Any other collaboration internship at University CEU Cardenal Herrera.
- The participation during the collaboration internships in the program of Voluntary Internships.
- Any professional activity, whether full or part-time.
- Study grants from the *Fundación Universitaria San Pablo CEU*.
- Any doctorate or postgraduate scholarship.
- Any other scholarship or study grant from the *Fundación Universitaria San Pablo CEU* or any other institution founded by *Asociación Católica de Propagandistas*.
- Any incompatibility arising from R.D. 1493/2011, of October 24.

### Selection of candidates and granting of internships

A selection committee (Rector, Vice-Rector for Internationalization, Vice- Rector of Students and Campus Life, Deans and professors) will examine the applications and the granting of the internships. The following will be taken into account:

- The suitability of the candidate to carry out the tasks he/she is asked to do
- Academic merits
- Socio-economic family situation

**Important:** Before starting the internship, students need to be in possession of their TIE/NIE (foreign identity card/number) and a Social Security number. There will be a meeting with the interns to explain the procedures.

After the internships have been granted, the decision will be communicated to each of the candidates, first, by telephone and, later, by regular mail. The decision is irreversible. Because of the charitable character of the *Fundación CEU San Pablo* and the aid in the form of an internship, as well as the confidential information communicated by the committee, candidates who do not obtain an internship will only have access to the part of the files that applies to them.

University CEU Cardenal Herrera reserves the right to modify the internships in accordance with the necessities of the University services.

### **Obligations of the beneficiaries**

Interns are obliged to:

- Communicate in writing to the Vice Rectorate of Students and Campus Life they accept or renounce the internship. This must happen within 5 days of being notified the application was accepted. If the candidate does not contact the Vice Rectorate within this time, it will be assumed they renounce the internship. In such case, they will lose all rights they thus acquired.
- The collaboration in their internship consists of in the corresponding period under the guidance of the person that is responsible. This means they must carry out their collaboration in the corresponding periods. They must respect their timetable and maintain a responsible working attitude.
- Be rigorously secretive with all the information they acquire that relates either to their collaboration or to the university itself, its members, or its activity. The candidate will explicitly accede to this obligation.
- Refrain from accessing or facilitating the access of a third party to the documents or materials that are property of the university and that are necessary to carry out its tasks. This applies specifically to documents and materials that expressly or tacitly are used by the university's management, especially its databases.
- Behave in a way that is in accordance with academic practices, and, at any rate, compatible with the statutes and legal regulations that are in force.
- Communicate their decision to relinquish the internship they are doing at least 15 days in advance.

### **Relinquishing the internship**

Relinquishing the internship will cause the intern to lose the percentage of time that remains. The student shall immediately write a letter of withdrawal directed to the Vice-Rectorate for Internationalization as well as the Human Resources Department (located in Staff Management) in the event they relinquish their internship so that they can be unsubscribed from the Spanish Social Security System.

### **Certificate of completion of the internship**

At the end of the internship, the intern can request a Certificate that proves they successfully completed their tasks, including a report card and evaluation letter.

### **Commitment by participants and beneficiaries**

The candidates for an internship, as well as the interns and beneficiaries of a scholarship grant, merely by participating in the selection procedure, the internship itself or any other of the internship's phases explicitly and in its entirety accept the procedure regulations described in this document, as well as the decisions taken by the selection committee and the Vice Rectorate of Students and University Affairs.