

COLLABORATION INTERNSHIPS 2023/2024

University CEU Cardenal Herrera offers collaboration internships for international students during the 2023/2024 academic year. **The period of internship is between February 1, 2024 and May 28, 2024.**

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 and University Life (Mobility, University Life-Hospitality, Campus Life, Sports and Volunteering) on the Elche, Valencia and Castellon campus.

Scope of collaboration and competence development

Selected candidates will perform high-value roles related to communication to international candidates and students. Among them:

- Collaborate in the tasks of the Service to which they are assigned, following the instructions of the corresponding person in charge.
- Interact with current students (both national and international), alumni and University staff to generate joint work dynamics.
- Develop and strengthen the feeling of belonging and encourage the motivation of university students.
- Promote the dissemination of the vice-rectorate activities to the competent services to promote their reach.
- Develop research work on external online media where the University's presence may be necessary.
- Make presentations in different formats (PPT, Prezi...) on the activities organized by the vice-rector's office.
- Inform about the activities organized by the Vice-Rector's Office for Internationalization and University Life.
- Inform about activities related to University Life services (Hospitality, Campus Life, Sports and Volunteering).
- Participate in the communication of the University's activities.
- Promote the attendance of other students in integration activities.
- Develop and propose integration activities between national and international students.
- Social Networks: generate visual content about university life for the official Instagram of the University, strengthen the social presence of the University.

- Participation in Public Relations activities, such as Open Days, Welcome Days, webinars, blog posts, guided tours of the University and other audiovisual and testimonial projects.
- Encourage the participation of students in competitions.

The selected candidates will work in person and online on the assigned tasks, sharing their experience as members of the CEU Cardenal Herrera University. With their work they will strengthen the university's online presence on different social networks and websites, and they will share their experiences with new students and international candidates.

Collaboration Internships: Faculties and Services of destination

- Collaboration Internship 001 - Elche Campus. University Life-Hospitality
- Collaboration Internship 002 – Elche Campus. University Life. Sports Service
- Collaboration Internship 003- Valencia Campus. University Life-Hospitality
- Collaboration Internship 004_ Valencia Campus. University Life-Campus Life
- Collaboration Internship 005 – Valencia Campus. University Life-Sports
- Collaboration Internship 006 – Valencia Campus. Internationalization-Mobility
- Collaboration Internship 007 – Valencia Campus. University Life-Volunteering
- Collaboration Internship 008- Castellon Campus. University Life. Sports Service.

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.
- 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.
- Being familiar with the University's internal procedures will be an advantage.

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 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 infoint@uchceu.es before **November 10, 2023**. **The list of selected candidates will be published on November 24, 2023.**

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 the NIE, portfolio, letters of recommendation). Valid visa and NIE/TIE.
- 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 (Vice-Rector for Internationalization and University Life, Director of the International Relations Office, Director of Sports Services, Head of Campus Life and Head of Hospitality) will examine the applications and the granting of the internships. The following will be considered:

- 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.

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 Internationalization y University Life.