



# UNIVERSITY OF BARCELONA

## INTERNSHIP OFFER

### FACULTY OF ECONOMICS AND BUSINESS

The International Relations Office (IRO) of the Faculty of Economics and Business at the University of Barcelona is seeking an intern for the Area of International Promotion (APRI) under the Erasmus Placement Programme.

The Area of International Promotion manages student exchange mobilities, custom-made courses for international organizations, and joint degree diplomas. As an intern, you will support international mobility programs, assist exchange students, and gain hands-on experience in an international academic environment.

This role offers the opportunity to develop professional skills in intercultural communication, project coordination, event logistics, content creation and digital outreach - all while immersing yourself in Barcelona's vibrant university life.

If this sounds like the right fit for you, please review and agree to the internship conditions before applying.

## TASKS AND ACTIVITIES

1. **Support in Student Exchange Management:** assist in coordinating incoming and outgoing student mobilities, handling documentation, and providing guidance.
2. **Coordination of Custom-Made Courses:** help organize tailor-made academic programs for international organizations, including logistics and communication with participants.
3. **Joint Degree Administration:** support the management of joint degree agreements, assisting with student inquiries and administrative processes.
4. **Event Planning and Promotion:** assist in organizing international events, info sessions, and networking activities for students and partners.
5. **Communication and Social Media:** Contribute to content creation, outreach strategies, and engagement with international audiences across various platforms.

## SKILLS REQUIRED

- Fluent English (mandatory).
- Knowledge of Spanish or Catalan is a plus.
- Good knowledge of the Microsoft Office pack (Access, Excel, PWP).
- Canva & Basic Graphic Design.
- Intercultural communication & teamwork.
- Organizational & time management.
- Communicative and open-minded person.
- Attention to detail & problem-solving.
- Event coordination & digital communication.
- Data management & process optimization.
- Knowledge of other languages, having participated in an international mobility program and previous experience in a similar position are considered a plus.

## Internship position details

<b>1st term</b>	<b>Starting date: beginning of September.</b> Later incorporations will not be considered <b>Ending date:</b> Ideally until the 3 <sup>rd</sup> week of December or the end of January, but at least the internship should be 3 months long. Longer internships, ending in February and up to the end of July are possible and welcomed. The office is closed from the 24 <sup>th</sup> of December to the 7 <sup>th</sup> of January.
<b>2nd term</b>	<b>Starting date: 10<sup>th</sup>-31<sup>st</sup> of January.</b> Later incorporations will not be considered <b>Ending date:</b> Ideally until July, but at least the internship should be 3 months long.
<b>Full AY</b>	Longer internships, from September to July or involving more months than a usual one-term stay, are possible and welcomed, as far as the starting dates are included on the period. Also, consider that the office is closed from the 24 <sup>th</sup> of December to the 7 <sup>th</sup> of January and for the whole month of August.
<b>Period</b>	Interns can stay for one term internship or for a longer period (ideally for the whole AY!) provided that the starting dates are met, we will evaluate your candidature. Summer internships are not considered as we are closed for the whole month of August.
<b>Schedule</b>	6 hours per day, from 9.30 to 15.30, depending on the workload. Students will be informed with enough anticipation, on a weekly-monthly basis, according to the activity period (check in, welcome sessions, mobility calls and fairs, etc). Our office is located in the city of Barcelona, Avinguda Diagonal, 690.
<b>Funding</b>	The internship is not paid. The economic support received by the student depends strictly on the amount provided by the Erasmus Placement Programme or his/her own resources. All living arrangements and expenses must be taken care of by the student.

## APPLICATION

Students who want to apply to an internship at our office have to:

- Send their CV to (it can include a motivation letter): [incoming.fee@ub.edu](mailto:incoming.fee@ub.edu)
- Fill in the form at: [Personal Information Form](#)

We strongly encourage students to proceed with their internship in the framework of the Erasmus+ programme, as everything is usually easier to manage, but as long as your home institution can sign an internship agreement with the UB, we will consider your application.

**Students must confirm with their home institution before applying they can conduct the internship at our office, with the conditions specified, under the framework of the Erasmus+ Placement programme or by signing an internship agreement with the UB.**

Usually, online interviews with pre-selected applicants are arranged. Please, note that we receive a lot of applications, and we only contact those candidates that better suit our position. If your candidature succeeds, we will contact you. In case we do not contact you, you can consider your candidature as dismissed.