FACE TO FACE INTERNSHIP
VALENCIA: UNIVERSITY CEU-UCH

INTERNATIONAL STUDENT SERVICES OFFICER (CUSTOMER SERVICES)
COMMUNICATION AND INFORMATION SCIENCES, HUMANITIES, SOCIAL SCIENCES

UNIVERSITY CEU CARDENAL HERRERA
Spain
Valencia-Alfara del Patriarca

Period:
10 January 2021 to 10 March 2021

Deadline:
30 November, 2021

GENERAL INFORMATION
Duration:
2 months
Commitment:
Full-time

DESCRIPTION

Support to the students and to the customers:
1. In the office
2. Via telephone
3. Via e-mail

Support to the office:
1. Personal, telephonic and e-mail assistance.
2. Translation in English – French - Spanish.
3. Linguistic support to the staff of the university in English - French.
4. Management of students’ documents for enrollment, residence permits, etc.
5. Preparation of promotion materials: tutorials, guides and infographics.
6. Participation in promotional videos.
7. Support to activities and promotion meetings.
8. Realization of guided visits of parents and international students through the CEU UCH University.
10. Support to activities and promotion meetings.
11. Assistance in the organization of various activities as Welcome Days, Open Days, Hospitality Days, etc.
12. Support in the preparation of the reports, check-lists and similar.
13. Contact with universities and request of documentation etc.
14. Preparation of application for public calls.
15. Assistance to public relations.
16. Maintenance of the data bases and filing, checking the documentation.
17. Realization of guided visits for incoming students at the University.
Food: Provided in University canteen (complete menu: 1st plate + 2nd plate + dessert + soft drink + salad)

Compensation: No financial compensation