



## Universidad de Almería

**Programa de prácticas pre profesionales de la Universidad de Almería.  
Pre-professional internship programme of the University of Almería.**

2022/23 

Se convocan plazas para movilidad del programa Erasmus+ prácticas en la Universidad de Almería.

**Importante:** Para optar a una de estas plazas es **OBLIGATORIO** que tu universidad de origen te conceda una movilidad en el programa **Erasmus+ prácticas** y disponer de, al menos, 6 meses para hacer prácticas.

Para solicitar una de estas estancias, rellenar el siguiente formulario:

<https://www2.ual.es/relint/iwc/index.html>

There is a call for the Erasmus+ internship mobility programme at the University of Almería.

**Important:** If you want to apply, is **MANDATORY** that you are eligible for an **Erasmus+ for traineeships mobility** at your home institution, and have at least 6 available months to spend in Erasmus+ programme.

In order to apply for one of these stays, please fill-out the following form:

[http://www2.ual.es/relint/iwc/index\\_en.html](http://www2.ual.es/relint/iwc/index_en.html)



## UNIVERSITY OF ALMERIA - SCHOOL OF ENGINEERING

### TRAINEESHIP OFFER

<b>INSTITUTION/SERVICE OR AREA</b>	<b>UNIVERSITY OF ALMERIA / SCHOOL OF ENGINEERING</b>
<b>INTERNSHIP NAME</b>	Communication plan and Social Networks
<b>LOCATION</b>	Ctra. De Sacramento s/n, La Cañada de San Urbano, 04120, Almería (Spain)
<b>TRAINEESHIP DESCRIPTION</b>	<ol style="list-style-type: none"> <li>1. Getting to know the communication plan of the School of Engineering (henceforth ESI or Center) on social networks: Facebook, Instagram, Twitter, YouTube,...</li> <li>2. Applying the knowledge implemented by the Communication Plan of the ESI on social networks.</li> <li>3. Developing communication skills in social networks.</li> <li>4. Using the new information and communication technologies to produce material to be included on social networks.</li> <li>5. Gathering information to prepare press releases (news) related to the Center and subsequent start-up.</li> <li>6. Managing the website of the Center.</li> <li>7. Other tasks related to students' background developed within the Center.</li> </ol>
<b>VALUABLE SKILLS</b>	Good command computer-based tools (office automation, M. Office package, Google Workspace, etc.) and Content Management Systems (CMS).
<b>NUMBER OF PLACES OFFERED</b>	1
<b>NUMBER OF WORKING HOURS PER WEEK</b>	25
<b>TYPE OF STUDIES</b>	Marketing or Communication
<b>LEVEL OF STUDIES</b>	Bachelor (BA) or Master (MA) student
<b>LANGUAGE</b>	B2 Spanish B2 English
<b>NATIONALITY</b>	Any
<b>STARTING DATE</b>	01/09/2022 (dd/mm/yyyy)
<b>DURATION</b>	6 months
<b>FINANCIAL SUPPORT</b>	400 € per month
<b>ERASMUS FOR PLACEMENT GRANT</b>	To be applied at the home institution
<b>ACCOMMODATION</b>	The University will provide assistance for finding accommodation if necessary.
<b>DEADLINE</b>	13/05/2022 (dd/mm/yyyy)
<b>ATTACHMENTS</b>	Applications should include a CV, letter of interest and official language certificates.



RESPONSIBLE TUTOR	ROSA MARIA AYALA PALENZUELA Director of ESI
CONTACT	Fundación de la Universidad de Almería International Traineeships. PITA Building, Office 27 +34950015975 <a href="mailto:pextran@fundacionual.es">pextran@fundacionual.es</a>



## UNIVERSITY OF ALMERIA - HUMAN RESOURCES OFFICE

### TRAINEESHIP OFFER

<b>INSTITUTION/SERVICE OR AREA</b>	<b>UNIVERSITY OF ALMERIA / HUMAN RESOURCES OFFICE</b>
<b>INTERNSHIP NAME</b>	Support in administrative tasks
<b>LOCATION</b>	Ctra. De Sacramento s/n, La Cañada de San Urbano, 04120, Almería (Spain)
<b>TRAINEESHIP DESCRIPTION</b>	<ol style="list-style-type: none"> <li>1. Archive documentation. Development of Digital Archive of personal files and records. Digitization of files.</li> <li>2. Digitization and cataloguing reports and other documents from the Human Resources Office.</li> <li>3. Support in the process of announcements for Administration and Services Staff, Teaching and Research Staff, and other Research / Technical Staff.</li> <li>4. Support to the Selection Board and Evaluation Committees.</li> <li>5. Support in the process of management of the staff contracts.</li> <li>6. Support in the justification of the hiring process of recruitment personnel. Delivery of documents.</li> <li>7. Support in other tasks of the Human Resources Office according to their needs.</li> </ol>
<b>VALUABLE SKILLS</b>	Knowledge of computer-based tools (office automation, M. Office package, Google Workspace, etc.).
<b>NUMBER OF PLACES OFFERED</b>	2
<b>NUMBER OF WORKING HOURS PER WEEK</b>	25
<b>TYPE OF STUDIES</b>	Any relevant discipline.
<b>LEVEL OF STUDIES</b>	Bachelor (BA) student
<b>LANGUAGE</b>	B1 Spanish B1 English
<b>NATIONALITY</b>	Any
<b>STARTING DATE</b>	01/10/2022 (dd/mm/yyyy)
<b>DURATION</b>	10 months
<b>FINANCIAL SUPPORT</b>	400 € per month
<b>ERASMUS FOR PLACEMENT GRANT</b>	To be applied at the home institution
<b>ACCOMMODATION</b>	The University will provide assistance for finding accommodation if necessary.
<b>DEADLINE</b>	13/05/2022 (dd/mm/yyyy)
<b>ATTACHMENTS</b>	Applications should include a CV, letter of interest and official language certificates.



RESPONSIBLE TUTOR	Miguel Cobo Martínez Head of Human Resources Office
CONTACT	Fundación de la Universidad de Almería International Traineeships. PITA Building, Office 27 +34950015975 <a href="mailto:pextran@fundacionual.es">pextran@fundacionual.es</a>



**UNIVERSITY OF ALMERIA - VICE-RECTOR'S OFFICE FOR  
COMMUNICATION AND UNIVERSITY EXTENSION**

**TRAINEESHIP OFFER**

<b>INSTITUTION/SERVICE OR AREA</b>	<b>UNIVERSITY OF ALMERIA / VICE-RECTOR'S OFFICE FOR COMMUNICATION AND UNIVERSITY EXTENSION</b>
<b>INTERNSHIP NAME</b>	Management support for cultural activities.
<b>LOCATION</b>	Ctra. De Sacramento s/n, La Cañada de San Urbano, 04120, Almería (Spain)
<b>TRAINEESHIP DESCRIPTION</b>	Tasks related to the organization of cultural activities and summer courses.
<b>VALUABLE SKILLS</b>	
<b>NUMBER OF PLACES OFFERED</b>	1
<b>NUMBER OF WORKING HOURS PER WEEK</b>	25
<b>TYPE OF STUDIES</b>	Tourism, Communication, Marketing
<b>LEVEL OF STUDIES</b>	Bachelor (BA), Master (MA) or PhD student
<b>LANGUAGE</b>	B2 Spanish B1 English
<b>NATIONALITY</b>	Any
<b>STARTING DATE</b>	01/10/2022 (dd/mm/yyyy)
<b>DURATION</b>	9 months
<b>FINANCIAL SUPPORT</b>	400 € per month
<b>ERASMUS FOR PLACEMENT GRANT</b>	To be applied at the home institution
<b>ACCOMMODATION</b>	The University will provide assistance for finding accommodation if necessary.
<b>DEADLINE</b>	13/05/2022 (dd/mm/yyyy)
<b>ATTACHMENTS</b>	Applications should include a CV, letter of interest and official language certificates.
<b>RESPONSIBLE TUTOR</b>	María Elisa Álvarez Siles Vice-rector's office for communication and university extension Director
<b>CONTACT</b>	Fundación de la Universidad de Almería International Traineeships. PITA Building, Office 27 +34950015975 <a href="mailto:pextran@fundacionual.es">pextran@fundacionual.es</a>



## UNIVERSITY OF ALMERIA - CONTRACTS, ESTATE AND COMMON SERVICES OFFICE

### TRAINEESHIP OFFER

<b>INSTITUTION/SERVICE OR AREA</b>	<b>UNIVERSITY OF ALMERIA / Contracts, Estate And Common Services Office</b>
<b>INTERNSHIP NAME</b>	Support in administrative tasks
<b>LOCATION</b>	Ctra. De Sacramento s/n, La Cañada de San Urbano, 04120, Almería (Spain)
<b>TRAINEESHIP DESCRIPTION</b>	Assist the staff with the implementation of the SDA (minor purchase request) system
<b>VALUABLE SKILLS</b>	Knowledge of computer-based tools (office automation, M. Office package, Google Workspace, etc.) and on-line shopping cart.
<b>NUMBER OF PLACES OFFERED</b>	2
<b>NUMBER OF WORKING HOURS PER WEEK</b>	25
<b>TYPE OF STUDIES</b>	Business administration or similar and/or Law
<b>LEVEL OF STUDIES</b>	Bachelor (BA) or Master (MA) student
<b>LANGUAGE</b>	A2 Spanish
<b>NATIONALITY</b>	Any
<b>STARTING DATE</b>	01/09/2022 (dd/mm/yyyy)
<b>DURATION</b>	From 9 up to 12 months
<b>FINANCIAL SUPPORT</b>	400 € per month
<b>ERASMUS FOR PLACEMENT GRANT</b>	To be applied at the home institution
<b>ACCOMMODATION</b>	The University will provide assistance for finding accommodation if necessary.
<b>DEADLINE</b>	13/05/2022 (dd/mm/yyyy)
<b>ATTACHMENTS</b>	Applications should include a CV, letter of interest and official language certificates.
<b>RESPONSIBLE TUTOR</b>	Antonio Sanchez Suarez Head of Contracts, Estate And Common Services Office
<b>CONTACT</b>	Fundación de la Universidad de Almería International Traineeships. PITA Building, Office 27 +34950015975 <a href="mailto:pextran@fundacionual.es">pextran@fundacionual.es</a>

**UNIVERSITY OF ALMERIA - VICE-RECTOR'S OFFICE OF RESEARCH  
AND INNOVATION**

**TRAINEESHIP OFFER**

<b>INSTITUTION/SERVICE OR AREA</b>	<b>UNIVERSITY OF ALMERIA / VICE-RECTOR'S OFFICE OF RESEARCH AND INNOVATION</b>
<b>INTERNSHIP NAME</b>	Support in administrative tasks
<b>LOCATION</b>	Ctra. De Sacramento s/n, La Cañada de San Urbano, 04120, Almería (Spain)
<b>TRAINEESHIP DESCRIPTION</b>	Support for the administrative processing of grants for R&D. DataBase Maintenance
<b>VALUABLE SKILLS</b>	Knowledge of computer-based tools (office automation, M. Office package, Google Workspace, etc.) and Social Media.
<b>NUMBER OF PLACES OFFERED</b>	1
<b>NUMBER OF WORKING HOURS PER WEEK</b>	25
<b>TYPE OF STUDIES</b>	Public administration studies
<b>LEVEL OF STUDIES</b>	Bachelor (BA) student
<b>LANGUAGE</b>	C1 Spanish
<b>NATIONALITY</b>	Any
<b>STARTING DATE</b>	01/09/2022 (dd/mm/yyyy)
<b>DURATION</b>	From 9 up to 12 months
<b>FINANCIAL SUPPORT</b>	400 € per month
<b>ERASMUS FOR PLACEMENT GRANT</b>	To be applied at the home institution
<b>ACCOMMODATION</b>	The University will provide assistance for finding accommodation if necessary.
<b>DEADLINE</b>	13/05/2022 (dd/mm/yyyy)
<b>ATTACHMENTS</b>	Applications should include a CV, letter of interest and official language certificates.
<b>RESPONSIBLE TUTOR</b>	Enrique Padial Head of the Research Management Service
<b>CONTACT</b>	Fundación de la Universidad de Almería International Traineeships. PITA Building, Office 27 +34950015975 <a href="mailto:pextran@fundacionual.es">pextran@fundacionual.es</a>



**UNIVERSITY OF ALMERIA - VICE-RECTOR'S OFFICE OF RESEARCH  
AND INNOVATION**

**TRAINEESHIP OFFER**

<b>INSTITUTION/SERVICE OR AREA</b>	<b>UNIVERSITY OF ALMERIA / VICE-RECTOR'S OFFICE OF RESEARCH AND INNOVATION</b>
<b>INTERNSHIP NAME</b>	European and international project management support
<b>LOCATION</b>	Ctra. De Sacramento s/n, La Cañada de San Urbano, 04120, Almería (Spain)
<b>TRAINEESHIP DESCRIPTION</b>	Support in the administrative management of international projects. Database maintenance.
<b>VALUABLE SKILLS</b>	Knowledge of computer-based tools (office automation, M. Office package, Google Workspace, etc.) and Social Media.
<b>NUMBER OF PLACES OFFERED</b>	1
<b>NUMBER OF WORKING HOURS PER WEEK</b>	25
<b>TYPE OF STUDIES</b>	Business and public administration studies
<b>LEVEL OF STUDIES</b>	Bachelor (BA) student
<b>LANGUAGE</b>	B2 Spanish C1 English
<b>NATIONALITY</b>	Any
<b>STARTING DATE</b>	01/09/2022 (dd/mm/yyyy)
<b>DURATION</b>	From 9 up to 12 months
<b>FINANCIAL SUPPORT</b>	400 € per month
<b>ERASMUS FOR PLACEMENT GRANT</b>	To be applied at the home institution
<b>ACCOMMODATION</b>	The University will provide assistance for finding accommodation if necessary.
<b>DEADLINE</b>	13/05/2022 (dd/mm/yyyy)
<b>ATTACHMENTS</b>	Applications should include a CV, letter of interest and official language certificates.
<b>RESPONSIBLE TUTOR</b>	Enrique Padial Head of the Research Management Service
<b>CONTACT</b>	Fundación de la Universidad de Almería International Traineeships. PITA Building, Office 27 +34950015975 <a href="mailto:pextran@fundacionual.es">pextran@fundacionual.es</a>



## UNIVERSITY OF ALMERIA - VICE-RECTOR'S OFFICE FOR INTERNATIONALIZATION

### TRAINEESHIP OFFER

<b>INSTITUTION/SERVICE OR AREA</b>	<b>UNIVERSITY OF ALMERIA / VICE-RECTOR'S OFFICE FOR INTERNATIONALIZATION</b>
<b>INTERNSHIP NAME</b>	Management of the Internationalization social networks at UAL
<b>LOCATION</b>	Ctra. De Sacramento s/n, La Cañada de San Urbano, 04120, Almería (Spain)
<b>TRAINEESHIP DESCRIPTION</b>	Content development and Social Media management of the Vice-Rector's Office.
<b>VALUABLE SKILLS</b>	Knowledge in Social Media Management. Good competence in Spanish. Good computer skills. Ability to multi-task and to work in team.
<b>NUMBER OF PLACES OFFERED</b>	1
<b>NUMBER OF WORKING HOURS PER WEEK</b>	25
<b>TYPE OF STUDIES</b>	Any relevant discipline.
<b>LEVEL OF STUDIES</b>	Bachelor (BA) or Master (MA) student
<b>LANGUAGE</b>	B2 Spanish C1 English
<b>NATIONALITY</b>	Any
<b>STARTING DATE</b>	01/09/2022 (dd/mm/yyyy)
<b>DURATION</b>	From 6 up to 12 months
<b>FINANCIAL SUPPORT</b>	400 € per month
<b>ERASMUS FOR PLACEMENT GRANT</b>	To be applied at the home institution
<b>ACCOMMODATION</b>	The University will provide assistance for finding accommodation if necessary.
<b>DEADLINE</b>	13/05/2022 (dd/mm/yyyy)
<b>ATTACHMENTS</b>	Applications should include a CV, letter of interest and official language certificates.
<b>RESPONSIBLE TUTOR</b>	Hugo González Director of Promotion for the Internationalization
<b>CONTACT</b>	Fundación de la Universidad de Almería International Traineeships. PITA Building, Office 27 +34950015975 <a href="mailto:pextran@fundacionual.es">pextran@fundacionual.es</a>



## UNIVERSITY OF ALMERIA - INTERNATIONAL OFFICE

### TRAINEESHIP OFFER

<b>INSTITUTION/SERVICE OR AREA</b>	<b>UNIVERSITY OF ALMERIA / INTERNATIONAL OFFICE</b>
<b>INTERNSHIP NAME</b>	International Office
<b>LOCATION</b>	Ctra. De Sacramento s/n, La Cañada de San Urbano, 04120, Almería (Spain)
<b>TRAINEESHIP DESCRIPTION</b>	Reception and assistance to international students. Support for the development of EU international projects. Administrative tasks related to Incoming and outgoing Students. Assistance in the organization of events.
<b>VALUABLE SKILLS</b>	Good computer skills. Ability to multi-task and to work in team.
<b>NUMBER OF PLACES OFFERED</b>	3
<b>NUMBER OF WORKING HOURS PER WEEK</b>	25
<b>TYPE OF STUDIES</b>	Any relevant discipline
<b>LEVEL OF STUDIES</b>	Bachelor (BA), Master (MA) or PhD student
<b>LANGUAGE</b>	B2 Spanish B2 English
<b>NATIONALITY</b>	Any
<b>STARTING DATE</b>	01/09/2022 (dd/mm/yyyy)
<b>DURATION</b>	9 months
<b>FINANCIAL SUPPORT</b>	400 € per month
<b>ERASMUS FOR PLACEMENT GRANT</b>	To be applied at the home institution
<b>ACCOMMODATION</b>	The University will provide assistance for finding accommodation if necessary.
<b>DEADLINE</b>	13/05/2022 (dd/mm/yyyy)
<b>ATTACHMENTS</b>	Applications should include a CV, letter of interest and official language certificates.
<b>RESPONSIBLE TUTOR</b>	Francisco Joya González Head of International Office
<b>CONTACT</b>	Fundación de la Universidad de Almería International Traineeships. PITA Building, Office 27 +34950015975 <a href="mailto:pextran@fundacionual.es">pextran@fundacionual.es</a>