

**CALL FOR APPLICATIONS
FACULTY OF ECONOMICS AND BUSINESS
UNIVERSITY OF BARCELONA**

June 6, 2019

Summary

The Faculty of Economics and Business at the University of Barcelona (UB) is a leading centre for tuition in economics, business, sociology and statistics. It has also a strong commitment to internationalisation, and currently is the UB centre with the highest number of exchange students, including both outgoers and incomers. In order to consolidate and improve the internationalisation process, the Faculty of Economics and Business is looking for a head of the International Relations Office (ORI).

Job category:

- Head of the International Relations Office

Key tasks include:

- Coordinating and leading a team of 7 people; as well as implementing the strategic plan on internationalisation of the Faculty of Economics and Business, managing and developing international agreements, organizing and attending meetings and international visits, attending international fairs, designing and launching marketing campaigns, developing and managing specific projects, analysing data and writing reports, providing support and feedback to the Direction Board of the Faculty on international issues.
- Becoming the direct responsible of the Outgoing Exchange Section at the International Relations Office, which, include, among others, the organization of all the processes associated to outgoing students mobility (e.g. implementing mobility calls, organizing informative sessions, dealing with partner universities, etc.).

Requirements and skills:

- Bachelor's degree will be an advantage.
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).
- Fluent in Catalan and Spanish.
- Excellent communication skills.
- Ability to work both independently and in a team.
- Good problem solving skills.
- Attention to detail with high levels of customer service.
- Excellent knowledge of Microsoft Office tools (word, excel, access, power

pint and outlook). Knowledge of WordPress, as well social media skills, will be an advantage.

- Job experience in a similar position is desired.

Conditions:

- Full-time position: 37.5 h/week (with flexible work schedule when needed).
- Indicative annual gross salary: € 27,000.
- Contract Time: from July 2019 to July 2020 (with possibility for renewal).

Submission of application:

To apply, please send your CV (preferably no more than 2 pages) and a cover letter to the following email address: afersgenerals.fee@ub.edu.

Deadline for applications is June 16, 2019 (23:00 Barcelona time). Only shortlisted candidates will be contacted for interviews.