

## OPEN CALL for INTERNSHIP at ESN Vigo Universidade de Vigo

ESN Vigo offers an Erasmus Placement position for a university student to work in the field of [administration/secretary](#). The internship would start whenever it is possible and would last for the desired time.

### Required skills are mainly the following:

- **Required Spanish level: B1**
- **Required English level: B1**
- Good communication and team-working skills
- Management skills

### Tasks:

- Office hours at ESN Vigo Office
- Help exchange students and ESN Vigo volunteers
- Management support
- Translation of documents (both internal and external use)
- Use of social networks
- Creation of documents for the students
- Updating of the inventory and account book

### We offer:

- **Learning and improving Spanish speaking skills**
- **Interdisciplinary, intercultural learning**
- Meeting a lot of exchange students from different countries and ESN Vigo volunteers
- A nice city on the Atlantic coast in an exceptional environment: Cíes Islands, 30 minutes away Portugal , near Santiago de Compostela...
- An office inside the University (advisable to bring your own laptop)

Please send a short motivation letter and CV to [internships@esnvigo.org](mailto:internships@esnvigo.org).

Should you have any additional questions, do not hesitate to contact the previous mails addresses.

