

**FOR RECENT  
GRADUATES**

# PAID INTERNSHIP

## OPEN POSITIONS :

**INTERNATIONAL MOBILITY  
OFFICE**

**LANGUAGE  
CENTER**

**FACULTY OF PHARMACY**

**Open calls for application:**  
from 25/05/2026 to 12/06/2026

**Interviews:**  
from 17/06/2026 to 19/06/2026

**Resolution:** 22/06/2026

**1 job vacancy for  
International  
Mobility Office  
33 hours/week**

Duration: 6 months  
September-January 2027  
or one year  
September-July 2027

**1 job vacancy for  
the language center  
33 hours/week**

Duration: 6 months  
September-January 2027  
or one year  
September-July 2027

**1 job vacancy for the  
Faculty of Pharmacy  
33 hours/week**

Duration: 1 year  
September -July 2027

Send your CV, academic transcript and motivation letter to:

**ALBA.VALLEIZQUIERDO@CEU.ES**

**GIULIA.GIOVANNELLA@CEU.ES**

# INTERNSHIP

INTERNATIONAL MOBILITY  
OFFICE

## TASKS:

- Provided support and guidance to incoming and outgoing Erasmus+ students throughout the mobility process.
- Assisted in the management and review of international mobility documentation and administrative procedures.
- Helped students with academic and administrative queries related to course selection, enrollment, and Learning Agreements.
- Collaborated in the organization of Welcome Days, international events, and other activities promoting internationalization within the institution.

## REQUIREMENTS

- Knowledge of Office 365 (Excel, Word, Power Point).
- A minimum **B2 level in English and Spanish** is required; knowledge of additional languages will be an asset.
- Social skills;
- Stay of 6 months or 1 year;
- **In-person work.**

## EMPLOYEMENT BENEFITS

Remuneration: **700€ gross per month.**  
33 working hours:

### Monday to Thursday:

- Start time: between 8:00 am to 10:00 am (lunch from 2:00 pm to 3:00 pm).  
Finishing time: from 4:00pm to 6:00pm.
- **Friday:** from 9:00am to 2:00 pm.
- **5 free days** for personal matters by request
- University holidays such as Christmas, Easter, regional holidays.

**MONCLOA CAMPUS  
JULIÁN ROMEA, 20**

Campus located in a university area with excellent connections to the centre of Madrid.

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*Please note that the university does not cover travel expenses, accommodation, or meals.*

# INTERNSHIP

LANGUAGE CENTER

## TASKS:

- Student support for national and international students in English and Spanish, both in person and via email.
- Management of forms, placement tests, and schedules for Spanish and English language courses.
- Creation of infographics and promotional presentations, as well as SharePoint maintenance.
- Monitoring of language accreditation requirements using Excel.
- Administrative support for official exams such as DELE, CCSE, and TOEFL ITP.
- Assistance during CCSE exam sessions and university events organized by the Vice-Rector's Office.
- General administrative support related to language courses.

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# INTERNSHIP

FACULTY OF PHARMACY

## TASKS:

- Collaborate in the management of future incoming students at the Faculty of Pharmacy: communicating with students, answering their questions, and providing information about the academic aspects of their mobility; guiding them in the selection of courses to be included in their learning agreement; and preparing students' theory and practical class schedules for enrollment management.
- Communicate with incoming students at the Faculty during the current academic year: answering questions, introducing the Faculty to incoming traineeship students whose stay begins after the Welcome Day, encouraging them to participate in Graduation events and complete surveys, etc.
- Collaborate in the preparation of future mobility programs for outgoing students of the Faculty of Pharmacy: facilitating contact with students from previous years who studied at destinations of interest to future outgoing students so they can share their experiences, helping them choose their future mobility placement, and supporting them by resolving doubts throughout the entire process.
- Provide support in various activities coordinated by the International Relations team of the Faculty of Pharmacy: welcoming visiting professors/researchers, assisting with institutional events, and helping at international fair stands, etc.

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## MONTEPRÍNCIPE CAMPUS

Campus in an area outside the centre of Madrid. Very good correspondence from Moncloa by free CEU transport or approximately 45 minutes from the centre.

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