

UNIVERSITY OF BARCELONA

INTERNSHIP OFFER

FACULTY OF ECONOMICS AND BUSINESS

The International Promotion Area (APRI) of the Faculty of Economics and Business at the University of Barcelona is seeking an intern for the position of **global engagement assistant under the Erasmus+ Traineeship Programme**. The position is available for the **Spring semester of 2026-2027 (Jan-July.)**, and there is a possibility of extending it.

APRI manages student exchange mobilities, custom-made courses for international organisations, and joint degree diplomas. This internship offers **hands-on experience in communication within a professional academic environment**, as well as **administrative support for student mobility programs**. Also, it allows students to get in touch with different views, work practices, develop intercultural and language skills, as well as problem-solving - **all while immersing yourself in Barcelona's vibrant university life**.

If this sounds like the right fit for you, please review and agree to the internship conditions before applying.

TASKS AND ACTIVITIES

1. **Support in Student Exchange Management:** assist in coordinating incoming and outgoing student mobilities, handling documentation, and providing guidance.
2. **Coordination of Custom-Made Courses:** help organize tailor-made academic programs for international organizations, including logistics and communication with participants.
3. **Joint Degree Administration:** support the management of joint degree agreements, assisting with student inquiries and administrative processes.
4. **Communication and Graphic Design:** Contribute to content creation, updating of the office's brochures, outreach strategies, and engagement with international audiences across various platforms.

SKILLS REQUIRED

- Fluent English, both writing and speaking (mandatory).
- Knowledge of Spanish or Catalan is a plus.
- Good knowledge of the Microsoft Office pack (Access, Excel, PWP).
- Canva & Basic Graphic Design & digital communication.
- Knowledge of mobility platforms (SOP, EWP)
- Strong organizational and communication skills to assist students effectively.
- Attention to detail & problem-solving.
- Data management & process optimization.
- Knowledge of other languages, having participated in an international mobility program and previous experience in a similar position are considered a plus.

Internship position details

Modality	In person (No remote or hybrid work is allowed).
Location	International Promotion Area , Faculty of Economics and Business, University of Barcelona. (Av. Diagonal, 690, 696, Les Corts, 08034 Barcelona)
2nd term	Starting date: 15 th -20 th of January . Ending date: Ideally, until 25 th to 30 th of July, 2027, but at least the internship should be 3 months long.
Schedule	6 hours/day. Official hours are from 9 AM to 3 PM , with a one-hour flexible window for arriving and leaving.
Funding	The internship is not paid. The economic support received by the student depends strictly on the amount provided by the Erasmus Placement Programme . All living arrangements and expenses must be taken care of by the student.

APPLICATION

Deadline: **October 15^h, 2026**.

Students who want to apply to an internship at our office must:

Fill in this form with personal information:
[International Promotion Area – Spring semester internship form \(partners\)](#)

Send the following documents to
incoming.fee@ub.edu

- **CV**
- **Transcript of Records**
- **ID/Passport**
- **English Language Certificate** (B2 or more)
- Optional: Motivation letter and other language certificates.

Students must confirm with their home institution before applying they can conduct the internship at our office, with the conditions specified, **under the framework of the Erasmus+ Placement programme**.

Online interviews with pre-selected applicants will be arranged. Please, note that we receive a lot of applications, but we will do our best to contact you either you have been selected or your candidature is dismissed.

What to know before coming to Barcelona?

Cost of living	According to some sources, the estimated monthly costs for a single person in Barcelona are around €850 – €1,400 per month (see here).
Visa	EU citizens can travel to Spain for 3 months without the need to apply to NIE (Foreigners Identity Number). Find out more here. EU Study visa holders can enter Spain as tourists and apply for an authorization or residence permit for internships once they are here. It is recommended that they apply for it in advance from their home country or country of residence. Find out more here. Non-EU citizens without EU study visa: You should apply for an internship Visa to enter Spain before coming to Spain. Find out more here (Example for UK cases).
Accommodation	The UB works with Barcelona Centre Universitari (BCU), an organization funded by and developed with collaboration of the Government of Catalonia, the Barcelona City Council and the Catalan universities. Their accommodation service is called “Your Student Housing”, and is oriented towards temporary students/interns. You can contact them at the following email info@bcu.cat for any queries related to accommodation. You can use other websites to look for accommodation options, however, it is recommended to use the official resources to avoid potential scams. Note that, in case anything happens, we can only intervene if the accommodation has been booked through these official providers.
Transport in the city	T-mobilitat Card: Most of the public transport tickets now require the T-mobilitat support (cardboard or plastic), which have a small one-time fee (€0.50 for cardboard, €4.50 for plastic). The best transport ticket option for students under 30 years old is the “T-jove” ticket: Unlimited Travel: Valid for 90 consecutive days. Currently around 45-50€ (reflecting the 50% government discount maintained for 2026). How to Get It: We recommend you go to a TMB Ticket office (Punts TMB) and buy it in person.