

**CALL: INCORPORATION OF STUDENTS FROM INCHEON NATIONAL UNIVERSITY TO THE REPRESENTATIVE OFFICE OF INCHEON NATIONAL UNIVERSITY AT UNIVERSITY OF MALAGA.**

The representative Office of Incheon National University in Malaga presents internship for students from Incheon National University (INU) who are interested in working at the Office.

**Article 1. Grant and period of the internship**

The internship is reserved for a student from Incheon National University who study in University of Malaga as an exchange student in the current academic course 2014-2015. The period of the internship is six month from the starting date of the internship. The selected student will be grant with 360 €/months subject to prevailing tax legislation.

**Article 2. Requirement of the candidates**

- Be student of Incheon National University studying as an exchange student at University of Malaga during the academic course 2014-2015
- Spanish Language. A2
- English Language. B1
- Basic computer knowledge (MS Office, etc.)
- Positive attitude to work in a dynamic office

Relevant skills

- Design of Website
- Graphic design and design software skills (Adobe Photoshop, InDesign, Publisher)

**Article 3. Obligation of the selected student**

The selected interns are required to work at the Office 20h. per week within the office working hours (09:00-18:00) and the official annual schedule of the University of Malaga. Moreover, it is expected that interns will help events, which is organized by the office, scheduled outside the regular work hours. Nevertheless, interns will not work under any circumstances more than 100h. per month.

**Article 4. Definition of the tasks to be accomplished by the selected student**

- Support the work at the office in Korean, English and Spanish

- Attention to the university community (students, professors, PAS) in Korean, English and Spanish
- Translation of documents, reports, news... from Korean into English or Spanish and from English or Spanish into Korean
- Information Service
- Website maintenance, social networking, etc.
- Organization of cultural and educational activities.

### **Article 5. Selection process**

The successful proposals will be selected by an Evaluation Committee through a competitive award process:

President: Antonio J. Doménech del Río. Director of the representative Office of Incheon National University in Malaga

Secretary: Patricia Chica Morales. Technician of the representative Office of Incheon National University in Malaga

In order to apply to these call, candidates must submit the following documentation (in PDF format) by e-mail to [incheon@andaluciatech.org](mailto:incheon@andaluciatech.org) from 5<sup>th</sup> to 10<sup>th</sup> of November of 2014 at 23:59h with the subject "Application+ name of the candidate" :

- Resume (In English or Spanish)
- Presentation letter, introducing yourself.(In English or Spanish)

### **Article 6. Personal interview**

The interested candidates must attend to the personal interview on November 13<sup>th</sup> of 2014 at 13.30h at the representative Office of Incheon National University in Malaga (Botanic Garden, Teatinos Campus, Boulevard Louis Pasteur). Personal interview will be done in English.

For further information, do not hesitate to contact to the representative Office of Incheon National University in Malaga by email [incheon@andaluciatech.org](mailto:incheon@andaluciatech.org) or telephone +34 951952772



A handwritten signature in black ink, appearing to read "Antonio J. Doménech del Río", enclosed within a hand-drawn oval.

Antonio J. Doménech del Río  
Director de la Oficina de Representación  
de la Universidad Nacional de Incheon en Málaga