

**Erasmus Student Work Placement in Spain**

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| **EMPLOYER INFORMATION**  |
| Name of organisation | EASD Valencia |
| Address inc post code | C/ Pintor Domingo, 20 46001 Valencia Spain |
| Telephone | 00 34 963 156 707 |
| Fax | 00 34 963 156 701 |
| E-mail | international@easdvalencia.com |
| Website | www.easdvalencia.com |
| Number of employees | 130 |
| Short description of thecompany | **EASD Valencia**EA.S.D. Valencia is a centre that offers qualified education in the diverse areas of design, creation and Arts & Crafts. Along its 150 years of history, our school has put into practice many pedagogical methods, always focused on the direct and practical teaching of workshops. A big number of Valencian designers have been formed in our classrooms. The teachers are involved in a teaching related to the social, productive and cultural environment.The Arts School and Design College of Valencia is a public centre which depends on the Valencian Government.**Location**There are two headquarters: The main building ’Velluters’ is located in the neighbourhood with the same name within the city heart, nearby the ’Quart’ Towers, C/ Pintor Domingo 20, 46001 Valencia.The other building ’Vivers’ is located opposite the ’Real’ Gardens and was the school main building in the past, being its address C/ Pintor Genaro Lahuerta 25, 46010, Valencia.**Mission**Our Bachelor in Design has as its main aim the qualified formation of professionals in the area of Design. The profile of the Design Bachelor student corresponds to that of a qualified professional capable of conceiving, supporting and documenting a creative process through the control of the theoretical and practical principles of Design and the project methodology able to integrate the many existing languages, techniques and technologies that belong to this area of studies.**Academic Structure and Courses**There are two buildings belonging to E.A.S.D. Valencia:**Velluters:** * BA Graphic Design
* BA Product Design
* BA Fashion Design
* BA Interiors Design.

**Vivers:** Vocational Training Courses on the specializations of:* Artistic Jewellery
* Artistic Photography
* Applied Arts to Sculpture.

Apart from theses studies we also offer a **Master in Product** Design and in a near future we will be able to offer another Master in Fashion Design. |
| **CONTACT DETAILS** |
| Contact person for this placement | Ana Estudillo Molina |
| Department and designation, job title | International OfficeInternational Coordinator |
| Direct telephone number | 0034 963156707 |
| E-mail address | International@easdvalencia.com |
| **APPLICATION PROCEDURE** |
| Who to apply to (including contact details) | Ana Estudillo Molinainternational@easdvalencia.com Ignacio Lavernia Amadorsubdireccion@easdvalencia.com |
| Deadline for applications | 21th July 2013. Answers will be given by 29th July. |
| Application process | Send Europass CV with photo and covering letter to the above e-mail addresses. |
| Please provide as much information on the placement as possible – too much information is better than not enough!  |
| **PLACEMENT INFORMATION** |
| Department, Function | **International Office**The international dimension is an integral part of our school’s policy. The International Office has been in place since 1997when its head was appointed. The International Office consists of:* Ana Estudillo – Head of International Office
* Elena de Fuentes – International Co-ordinator
* Silvia Borrull – International Office assistant

Our role in the International office is varied, including:1. Input into the Higher Education Institution wide strategy on international.
2. Partnerships in the EU and in the future, abroad.
3. Staff and student mobility: Responsibility for our incoming and outgoing exchange Erasmus students, Summer courses, staff mobility on Erasmus for both academic and support staff, mobility for traineeships.
4. Processing International enquiries.
5. Welcoming week.
6. Language assistance.
7. Arranging inward visits.
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| Location | International Office in Velluters headquarters |
| Start Date | Negotiable from 4th September 2013  |
| Duration | 1 semester |
| Working hours per week | 30 hours |
| Description of activities,tasks | * Provide support for the International Office members in general and administrative tasks.
* Provide support during the orientation programme including preparing resources and meeting incoming students.
* Keep in contact with the students in charge of the buddy student programme.
* Possibility of assisting teachers in the everyday relation with foreign students that speak the candidate’s mother tongue, as well as giving cultural and linguistic support and advice to those outgoing students.
* General office duties as answering telephone, preparing documents, updating information systems, taking messages and filing.
* Attendance at applicant visit events to promote Erasmus and International mobility.
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| Accommodation (please select) | We can assist with finding accommodation. |
| Details of financial and “in kind” support to be provided | None. |
| Other |  |
| **COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS** |
| Languages and level of competence required | Spanish level B2-C1English level B2-C1 |
| Computer skills and level of skills required | Intermediate level Microsoft Word, Excel and Access. |
| Drivers license | Not required. |
| Others (Knowledge and skills) | * Good communication both oral and written Spanish and English.
* Ability to work in a team.
* Outgoing personality (important)
* Customs service skills.
* Confidentiality.
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