



Education and Culture DG

Lifelong Learning Programme



Erasmus Student Work Placement in Valencia (Mediterranean Coast of Spain)

EMPLOYER INFORMATION	
Name of organisation	SCV Juan Comenius
Address inc post code	9, Músico Jarque Cualladó str., - 46009 – Valencia (Spain)
Telephone	+ 34 96 3467057
Fax	+ 34 96 3400552
E-mail	pbenlliure@comenius.es
Website	www.comenius.es – International Link
Number of employees	+150
Short description of the company	VET Studies (IVT and VET), Courses for unemployed people, Primary, Secondary and Upper Secondary.
Other	Integration Center for disabled students (ratio 2 of 25 students)

CONTACT DETAILS and INFORMATION PROVIDED BY	
Contact person for this placement	Paula Benlliure Fabregat
Department and designation /job title	International / Erasmus Coordinator
Direct telephone number	-
E-mail address	pbenlliure@comenius.es

INFORMATION PROVIDED BY	
Name	Paula Benlliure Fabregat
Department / Function	International / Erasmus Coordinator
E-mail address	pbenlliure@comenius.es
Phone number(s)	-
Date	15 th APRIL 2013

PLACEMENT INFORMATION	
Department / Function	International and Languages Department
Description of activities (<i>Flexible or possible tasks</i>)	<p>Assisting with International duties, including international student application processing; monitoring incoming students and updating student databases, making reports, collaboration and development on European Projects, keeping in touch with students enquiries by e-mail, telephone...</p> <p>Special languages courses for outgoing Erasmus students.</p> <p>Language courses for teachers and parents.</p> <p>Training courses for specialized teachers.</p> <p>Assistant in languages classes.</p> <p>Supporting teachers to prepare their curricular subjects in English.</p>
Location	SCV Juan Comenius – Valencia (Spain)
Duration	3 - 9 months (Starting in October 2013 or later)
Working hours per week	Flexible: ca. 25 hours / week
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input checked="" type="checkbox"/> We can assist with finding accommodation <input type="checkbox"/> Student to make own arrangements
Details of financial and “in kind” support to be provided	
Other	Interviews via Skype. We are flexible with duration and other items, please do not hesitate to ask us.

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	Minimum English level B2 required. Other languages an advantage but not essential (German or Italian)
Computer skills and level of skills required	Good general knowledge of Microsoft Office packages
Drivers license	Not required
Other	Entrepreneurial, active and communicative person