



Lifelong Learning Programme



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

| EMPLOYER INFORMATION | |
|----------------------------------|---|
| Name of organisation | Sociedad Cooperativa Valenciana 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 | College of Vocational Educational Training Studies; Training Courses for unemployed people and Primary, Secondary and Upper Secondary school. |
| Other | Integration Center for disabled students (ratio 2 of 25 students). Easy to arrive by public transport. |

| 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 DECEMBER 2011 |

| PLACEMENT INFORMATION | |
|---|---|
| Department / Function | International and Languages Department (Primary, Secondary, Upper Secondary, Vocational training studies) |
| 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 (from 3 years old children to 25 years old students).</p> <p>Supporting teachers to prepare their curricular subjects in English.</p> |
| Location | Sociedad Cooperativa Valenciana Juan Comenius – Valencia (Spain) |
| Duration | 3 - 5 months (Starting in February 2012 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 | |
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| Languages and level of competence required | Minimum English level B2 required. Other languages an advantage but not essential (Spanish and 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 |