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Erasmus+ Programme
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Universidad
LOYOLA

CALL OPEN INTERNATIONAL TRAINEESHIP



JOIN UNIVERSIDAD LOYOLA IN CÓRDOBA & SEVILLA
DURING THE SPRING SEMESTER 2026/27
(FEBRUARY-JUNE)

APPLICATION DEADLINE: NOVEMBER 8, 2026



Application form last page



incoming@uloyola.es



JOIN OUR DEPARTMENTS!

ADMINISTRATIVE ROLES

- ▶ INTERNATIONAL OFFICE
- ▶ FUTURE STUDENTS
- ▶ GLOBAL ENROLLMENT
- ▶ STUDENT CARE
- ▶ SCHOOL OF ENGINEERING

RESEARCH-FOCUSED

- ▶ QUANTITATIVE METHODS
- ▶ DEPARTMENT OF LAW

INTERNATIONAL OFFICE

SEVILLA - CÓRDOBA
FEBRUARY-JUNE

ABOUT

The **International Office** is part of the Vice-Rectorate for Learning and Internationalization and is the central hub for managing and facilitating european and global initiatives, partnerships, and exchanges. Its primary focus is to foster internationalization within the university community by supporting students, faculty, and staff in their pursuits of international mobilities. It oversees functions such as international student services, study abroad programs, international partnerships, collaborations, and cultural exchange events.

AS AN INTERN YOU WILL

- Assist local and international students
- Help in the administration of the Erasmus+ programme
- Support in the search for new partner universities
- Promote activities within the Erasmus Horizontal Priorities
- Prepare activities for international students integration
- Organize and accompany international events
- Edit web content and manage Social Media promotion
- Use MoveOn as a database

YOU ARE A GREAT CANDIDATE IF YOU

- Are proficient in English and Spanish
- Are motivated to work in a dynamic team
- Are creative for student engagement, have group leadership skills and are proactive
- Like to work in an international environment
- Have visual design and web skills

FUTURE STUDENTS SERVICES

SEVILLA
FEBRUARY-JUNE

ABOUT

The Prospective Students Office at Universidad Loyola is dedicated to guiding and informing the entire educational community—students, families, teachers, counselors, and school leadership—to help prospective students make informed decisions about their university studies. Additionally, we assist incoming students in discovering all aspects of university life and planning their academic and professional paths, offering secondary schools and vocational institutions a full range of resources, activities, and continuous support for their counseling needs.

AS AN INTERN YOU WILL

- **Lead Management:** Providing administrative support in organizing and tracking prospective student leads.
- **Proactive Communication:** Contacting potential students via phone to share information and offer support.
- **Commercial & Sales Support:** Assisting the Educational Advisory Team with commercial tasks, including coordinating and hosting school group visits on campus.
- **Representing the institution** at educational fairs, orientation events, and meetings at schools/colleges.

PROFILE

- **Administrative Skills:** Strong organizational ability and attention to detail.
- **Communication Skills:** Excellent verbal and written communication abilities.
- **Tech-Savviness:** Proficiency in digital tools and database/CRM systems (Salesforce).
- **Resilience & Self-Motivation:** Proactive attitude and the ability to handle challenges constructively.

ACADEMIC

BACKGROUND

- Business Administration
- Marketing
- Commerce & Trade

GLOBAL ENROLLMENT OFFICE

CÓRDOBA
JANUARY -JULY

ABOUT

The Prospective Students Service for International Admissions (Global Enrollment) at Universidad Loyola is dedicated to guiding the entire educational community including students, families, counselors, and school leadership to help prospective candidates make informed decisions about their higher education, while supporting incoming students as they integrate into the university and navigate their academic and professional futures through dedicated resources, tailored activities, and ongoing institutional support.

AS AN INTERN YOU WILL

- Support the administrative and operational management of full-degree international student recruitment.
- International Student Recruitment Support: Assisting in the execution of recruitment strategies to attract and engage prospective full-degree international candidates.
- Lead Management & Inquiry Response: Handling incoming requests for information from international applicants and guiding them through the application and enrollment process.

PROFILE

- Have advanced English. Native Spanish
- Strong communication and interpersonal skills.
- High level of organization and attention to detail.
- Ability to work effectively in a multicultural environment.
- Proactive attitude and strong problem-solving skills.

ACADEMIC BACKGROUND

- International Relations
- Marketing
- Business Administration
- Communication / Media Studies

STUDENT CARE UNIT

SEVILLA

FEBRUARY-JUNE

ABOUT

The Student Support Unit is a team of professionals dedicated to fostering your overall development. We offer personalized support to help you grow, succeed, and feel guided every step of the way. We are responsible for the Comprehensive Student Care Plan (PICE), an initiative designed to provide structured guidance and assistance. Our goal is to facilitate your adaptation to university life, boost your academic performance, promote your well-being, and keep you on track to reach your goals.

AS AN INTERN YOU WILL

- Collaborate in the planning, organization, and execution of the projects and initiatives run by the Student Care Unit.
- Support the coordination and engagement of student mentoring and peer guidance programs.
- Participate in the design, preparation, and management of welcome days (jornadas de bienvenida) for incoming students.
- Help create informative materials, presentations, resources, and communication content for the Unit's various projects.

PROFILE

- Excellent communication, active listening, and teamwork abilities.
- High level of organization, planning capability, and attention to detail.
- Creativity and initiative to propose and develop activities and projects.
- Proactive, problem-solving mindset and a willingness to learn.
- Proficiency in office productivity and digital tools (Microsoft Office, Canva, or similar).

ACADEMIC BACKGROUND

- Psychology
- Business Administration and Management (ADE)
- Communication / Media Studies
- Marketing

TECHNICAL SCHOOL OF ENGINEERING

SEVILLA
FEBRUARY-JUNE

ABOUT

The **School of Engineering** at Universidad Loyola was founded in 2013 with a clear principle: to prepare students using the most innovative means and methods without compromising the rigorous acquisition of fundamental engineering concepts developed during the initial years of study.

PROFILE

- Improve information and data visualization
- Data Analysis
- Operating and managing the ETSI academic results analysis system
- Analyzing system performance and data
- Developing new features and functionalities
- Documenting processes and code

ACADEMIC BACKGROUND

- Engineering
- Data analytics

YOU ARE A GREAT CANDIDATE IF YOU

- Are looking for an administrative opportunity.
- Have an advanced/proficient level of Spanish and English
- Have analytical skills and knowledge of process optimization.
- Possess proficiency with Microsoft Excel, PowerBi & Automator
- Are a student of Computer Engineering or Data Analytics or a related area.

QUANTITATIVE METHODS HEALTH POLICY INSTITUTE

CÓRDOBA

FEBRUARY-JULY (FLEXIBLE)

PROFILE

- Contact the activities linked to a real research project (stage of the development) and the person/s in charge of his/her learning and development processes.
- Review of the secondary information (selected papers and project documents).
- Support the software development process including dashboards, data and spatial analysis, knowledge formalization and/or decision support tools.
- Participate in the following-up meetings and in the dissemination processes.

ACADEMIC BACKGROUND

Computer science, engineering, economy, business administration, geography, mathematics, infographics, biotechnology or similar

YOU ARE A GREAT CANDIDATE IF YOU

- Are curious about an opportunity in **Research**
- Proficient English level
- Have an open mind to adapt research results according to specific end-user needs.
- Have basic knowledge on data management and data analysis, including AI.
- Interest on the design and develop decision support tools (better in a health care environment); and/or, some experience in programming (R, Python, Power bi, ...); and/or, some experience in data/spatial analysis, and/or, modelling of health systems.

DEPARTMENT OF LAW

SEVILLA
FEBRUARY-JUNE

ABOUT

The Department of Law is a dynamic and growing academic community that coordinates undergraduate and postgraduate programs while driving research focused on Economic and Corporate Law and the Protection of Fundamental Rights. Integrating extensive professional experience into high-quality, collaborative teaching, its faculty and students work together—alongside external partners like Jesuit law institutions—to address contemporary legal challenges, connect theory with practice, and promote justice in a globalized society.

POSITION 1

Profile: An upper-intermediate to advanced level of English (B2/C1) is essential, as well as working knowledge of reference management software such as Zotero.

As an intern you will:

Be integrated into the Horizon project, focusing primarily on research-related tasks.

POSITION 2

Profile: Language Requirements: Candidates may speak Italian, English, or Spanish. Spanish proficiency is not required.

As an intern you will:

Research and potentially editorial tasks (for instance, managing a scientific journal) or helping organize a conference.

POSITION 3

Profile : Candidates must know how to use legal/case law databases and must have completed at least the introductory course in Criminal Law (preferably having completed all Criminal Law courses)

As an intern you will be:

- Legal Research: Searching legal databases for court rulings and precedents.
- Criminal Law Analysis: Reviewing cases, statutes, and legal doctrine to support research.

POSITION 4

- Profile: Languages: Proficiency in Spanish, English, or Italian.
- Technical Skills: Basic computer skills required; familiarity with legal databases is a plus (not mandatory).

As an intern you will

- Teaching Support: Searching and compiling materials, legislation, and case law for practical sessions.
- Research Assistance: Conducting literature reviews for Private Law projects linked to Procedural Law.
- Academic Events: Assisting in the organization of departmental seminars and activities.

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**NEED MORE
INFO?**

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