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Universidad
LOYOLA

CALL OPEN **LOYOLA INTERNSHIPS**

JOIN UNIVERSIDAD LOYOLA IN CÓRDOBA & SEVILLA
DURING THE SPRING SEMESTER 2025/26
(JANUARY-JUNE)

APPLICATION DEADLINE: NOVEMBER 16



Application form on last page



incoming@uloyola.es

JOIN OUR DEPARTMENTS!

ADMINISTRATIVE ROLES

- ▶ INTERNATIONAL OFFICE
- ▶ LOYOLA IDIOMAS
- ▶ FUTURE STUDENTS
- ▶ TECHNICAL SCHOOL OF ENGINEERING
- ▶ FACULTY OF BUSINESS & ECONOMICS

RESEARCH-FOCUSED

- ▶ QUANTITATIVE METHODS
- ▶ LAW DEPARTMENT
- ▶ INTERNATIONAL STUDIES DEPARTMENT
- ▶ LETS ENGINEERING



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INTERNATIONAL OFFICE

3 OPEN POSITIONS

SEVILLA - CÓRDOBA

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 dynamic, have group leadership skills and are proactive
- Like to work in an international environment
- Have visual skills for design

LOYOLA IDIOMAS LANGUAGE SCHOOL

1 OPEN POSITION

SEVILLA

ABOUT

Loyola Idiomas is the language center of Loyola Andalucía, where you can develop the linguistic and cultural competences that will enable you to navigate international contexts. We aim to open doors for you so that you have the opportunity to live, study, or work in a multicultural world, without language or culture being barriers.

We have modern facilities equipped with the latest technologies at our campuses in Seville and Córdoba, and our professors are experts in teaching and preparing students for official exams. We offer a wide variety of languages such as English, French, Spanish, Chinese, Italian, German, and Arabic in different formats and modalities.

AS AN INTERN YOU WILL

- Support in administrative management of Loyola's School of Languages.
- Monitoring and conducting Cambridge English language exams.

YOU ARE A GREAT CANDIDATE IF YOU

- Have an intermediate level of Spanish and advanced/proficient level of English
- Can work independently.
- Are responsible, organized and dynamic.
- Have a passion for teamwork.
- Like interacting with students.
- Preferably have studies in the field of Education

FUTURE STUDENTS

2 OPEN POSITIONS

SEVILLA - CÓRDOBA

ABOUT

The **Future Students Service** informs and orients future students throughout the stages leading up to their entry into our university. Its main objective is to provide information and guidance about the academic programs offered, admission procedures, scholarship opportunities, and all activities that help students make an informed decision about their academic path. They often organize open house events, orientation sessions, and individual or group meetings with tutors and professors to help prospective students better understand the academic environment and choose the course that best suits their interests and professional goals.

AS AN INTERN YOU WILL

- Provide administrative support in managing leads.
- Contact prospective students by phone.
- Assist the educational advisory team with commercial activities, including hosting school group visits on campus.
- Represent the institution at career fairs and meetings in educational centers.
- Handle incoming phone calls and inquiries.
- Use CRM systems (Salesforce) for data management and follow-up.

YOU ARE A GREAT CANDIDATE IF YOU

- Have an advanced/proficient level of Spanish and intermediate level of English
- Strong communication abilities, administrative skills
- Technological proficiency
- Have good time management, empathy, resilience and self-motivation
- Begin the internship in early January.
- Preferred backgrounds: Marketing, Commerce, Administration

TECHNICAL SCHOOL OF ENGINEERING

2 OPEN POSITIONS

SEVILLA

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.

AS AN INTERN YOU WILL

- Improve information and data visualization
- Data Analysis

YOU ARE A GREAT CANDIDATE IF YOU

- Are looking for an administrative opportunity.
- Have an advanced/proficient English level.
- 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.

FACULTY OF BUSINESS AND ECONOMICS

1 OPEN POSITION CÓRDOBA

ABOUT

The **Faculty of Economic and Business Sciences** offers official undergraduate programs in Business Administration, Economics, and Business Data Analytics. It holds the prestigious international AACSB accreditation – a distinction earned by fewer than 6% of business schools worldwide. Universidad Loyola's Faculty is the only one in Andalusia to receive this recognition, which attests to its commitment to academic excellence and continuous improvement in global business education.

AS AN INTERN YOU WILL

- Provide administrative support for the Dean's Office academic activities, including database management.
- Logistical organization of academic events, meetings, conferences, institutional activities.
- Preparation, drafting, proofreading, translation of institutional documents in English, such as reports, official communication, presentations.
- Collecting and systematizing information for the preparation of academic and administrative reports.

YOU ARE A GREAT CANDIDATE IF YOU

- Have an advanced/proficient English level.
- Strong organizational skills, teamwork abilities
- Effective oral and written communication skills.
- Preferably from the area of Business studies.

QUANTITATIVE METHODS

2 OPEN POSITIONS

CÓRDOBA

ABOUT

The **Department of Quantitative Methods** is composed of a multidisciplinary team of teachers and researchers of contrasted quality accredited by Quality Evaluation Agencies nationally and regionally.

It carries out intensive research work, which results in high scientific productivity published in top-tier journals. Some of the research lines are: analysis, segmentation, short-term and long-term forecasting of temporal series; the development and application of new methodologies related to the field of intelligent computing and artificial intelligence, in order to resolve real problems in the field of social sciences and economics.

AS AN INTERN YOU WILL

- Support in designing and developing decision support systems in health ecosystems:
 - Data-base management
 - Data analysis
 - Design of geographical information systems & dashboards
- Collaborate in the management of international research networks:
 - Scientific meetings & publications

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 interest in health ecosystems management
- Have basic knowledge on data management and data analysis, including AI
- Academic background: Computer Sc., Data Analytics, Engineering, Economics, Business Administration

LAW DEPARTMENT

1 OPEN POSITION

SEVILLA

ABOUT

The **Department of Law** promotes research and linking academic study with professional legal practice. The department's main research areas are Economic and Business Law and the Protection of Fundamental Rights, with Criminal Law playing a key role within the Law and Criminology programs, integrating students into the practical and societal aspects of criminal justice.

AS AN INTERN YOU WILL

- Research and gather relevant legal doctrine from national and European sources.
- Identify, analyze, and systematize national case law and rulings from the Court of Justice of the European Union (CJEU).
- Prepare summaries and outlines synthesizing doctrinal and case law content.
- Organize materials and bibliographic references in accordance with academic standards.
- Participate in follow-up meetings and discussions on research progress.

YOU ARE A GREAT CANDIDATE IF YOU

- Advanced/proficient level of Spanish.
- Strong legal analytical skills and critical thinking ability.
- Proficient in synthesizing complex information clearly and systematically.
- Solid knowledge of the Spanish and European legal systems, particularly regarding sources of law.
- Experienced in using legal databases (e.g., Westlaw, Aranzadi, CENDOJ, EUR-Lex).
- Skilled in organizing and efficiently managing academic documentation.
- Proficient in office software and text editing tools.
- Deep interest in legal research and commitment to academic rigor.
- Have completed at least the general part of Criminal Law. Preferably, completed the special part.

INTERNATIONAL STUDIES DEPARTMENT

1 OPEN POSITION

SEVILLA

ABOUT

The **International Studies Department** researches, analyzes and disseminates knowledge on global issues such as politics, economics, human rights and international relations. It facilitates the development of research projects, publishes reports and organizes conferences to promote dialogue on international affairs.

AS AN INTERN YOU WILL

- Support in data collection and analysis for research projects.
- Assist in the preparation and review of documents and presentations.
- Prepare of written proposals for competitive research projects
- Contribute to the design of competitive research projects.
- Support in the execution of ongoing projects, such as:
 - Support in organizing planned events
 - Coordinating guest speakers
 - Publishing works

YOU ARE A GREAT CANDIDATE IF YOU

- Have an intermediate level of Spanish and advanced/proficient level of English
- Academic background in International Relations/ European Union studies/ Journalism / Law
- Have good communication skills and use of new technologies.
- Are proactive and enthusiastic.
- Have interest in international affairs, especially in European Union

LETS ENGINEERING DEPARTMENT

3 OPEN POSITIONS

SEVILLA

ABOUT

The newly formed **LETS Institute** is a research center at Universidad Loyola dedicated to advancing energy transition, technology, and sustainability. It aims to strengthen Loyola's leadership in these fields through innovation, collaboration, and knowledge transfer to industry and society.

AS AN INTERN YOU WILL:

POSITION 1: Participate in the development of research projects related to **energy storage, synthetic fuels, renewable hydrogen.**

POSITION 2: Participate in the development of research projects related to **smart agriculture, systems optimization.**

POSITION 3: Participate in the development of research projects related to **data science and AI, biomedical engineering materials.**

YOU ARE A GREAT CANDIDATE IF YOU

- Have a background in one of these fields according to each position:
 - Industrial Engineering, Computer Science, Chemical Engineering, Mathematics, Physics, Mechanical Engineering, Biomedical Engineering
- Knowledge in one of the fields offered in these positions.
- Programming skills in Python, Matlab, or similar.
- Have advanced English proficiency, as the role involves working with research publications and international collaboration.
- Are proactive, detail-oriented, and passionate about sustainable technology and scientific research.