

**INTERNATIONAL OFFICE OF THE UNIVERSITY OF PORTO****PLACEMENT OFFER**

<b>COMPANY</b>	<b>University of Porto – International Office</b>
<b>LOCATION</b>	Praça Gomes Teixeira 4099-002 Porto Portugal
<b>MAIN ACTIVITY</b>	Public University
<b>PLACEMENT OFFERED</b>	In the context of Higher Education mobility programmes the internship aims at: Providing contents for the IRO website General administrative support (use of e-mail, telephone, fax) Translating documents
<b>STUDENT PROFILE</b>	We are looking for a trainee who is able to comply with deadlines, work in an international environment, responsible and dynamic. Experience with MS Office tools and in the organization of events is a plus. Good English, Spanish/French. Knowledge of Portuguese is an advantage. Writing and verbal communication skills. Proactive and can do attitude Perseverance Excellent interpersonal skills Organisational skills
<b>TYPE OF STUDIES</b>	International Relations/ Marketing + Design Graphic, Translation
<b>LEVEL OF STUDIES</b>	Undergraduate or postgraduate student
<b>DESIRED SKILLS</b>	Interested in international affairs. Flexibility to adapt to different work activities. Ability to work in an international environment.
<b>LANGUAGE</b>	Minimum B1 Portuguese level required (intermediate) English – written and spoken. Good command of Spanish or French – written and spoken.
<b>NATIONALITY</b>	-
<b>STARTING DATE</b>	-
<b>DURATION</b>	6 months (or more)
<b>SALARY</b>	No financial contribution
<b>GRANT (eg. ERASMUS or LEONARDO)</b>	To be considered by the home institution (or country). Mandatory.
<b>ACCOMMODATION</b>	In the University's residences: 150 € per month for shared room and 200 € per month for single room (subject to availability) or in a flat to be shared with other students (average 200 € per student per month)
<b>DEADLINE</b>	Applications should include a CV and motivation letter. The deadline for receiving applications is a.s.a.p.
<b>CONTACT</b>	Albino Oliveira International Office University of Porto Praça Gomes Teixeira 4099-002 Porto Portugal Tel: +351 220408093 E-mail: <a href="mailto:albino.oliveira@reit.up.pt">albino.oliveira@reit.up.pt</a> url: <a href="http://www.up.pt">www.up.pt</a>