

International Relations Office, Student Advisor

Languages and Philological Sciences, Social Sciences

Universidade NOVA de Lisboa

Portugal, Lisbon

Period: 1 Apr, 2016 to 30 Jun, 2016

Post date: 18 Mar, 2016

Deadline: 31 Mar, 2016

General information

Duration: 3 months

Commitment: Full-time

Description:

1. Plan and organize the mobilities within an exchange programme.
2. Promote an international project: marketing, publicity, statistics.
3. Edit website contents and Facebook.
4. Plan, organize, monitor and disseminate activities for an international programme.
5. Manage scholarship holders' files.
6. Translate and create documents in English and Spanish, and be able to understand written documents in Portuguese.
7. Give support to our applicants, written and spoken (answering emails, written documentation).

Compensation: No financial compensation

Health Insurance

Additional Information

The candidate has to send to ameneses@unl.pt: CV, cover letter, academic record, any other relevant information.

Attachment: http://erasmusintern.org/sites/default/files/traineeship/attachments/UNL_IRO%20Placement.pdf