

Erasmus Student Work Placement in Portugal

EMPLOYER INFORMATION	
Name of organisation	Universidade Nova de Lisboa
Address inc post code	Campus de Campolide 1099-085 Lisboa Portugal
Website	www.unl.pt
CONTACT DETAILS	
Contact person for this placement	José Conchinha
E-mail address	jconchinha@unl.pt
APPLICATION PROCEDURE	
Who to apply to (including contact details)	The candidate has to send: CV, cover letter, academic record, any other relevant information.
Deadline for applications	31st of March 2016
PLACEMENT INFORMATION	
Department, Function	<u>International Relations Office, Student Advisor</u>
Number of positions available	1 vacancy
Location	Lisbon, Portugal
Start Date	as soon as possible
Duration	6 to 12 months
Working hours per week	30-40
Description of activities, tasks	Deal with mobilities within an exchange program. Edit website contents. Deal with scholarship holders' files. Translate and create documents in English and be able to fully understand written documents in Portuguese. Give support to our applicants, written and spoken (answering emails, written documentation).
Accommodation	Applicant responsibility
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	English – full professional proficiency Portuguese - full professional proficiency
Computer skills and level of skills required	Word, Excel, Power Point Knowledge of mail, Internet
Other	-Translation work experience is a plus. -Teamwork and dynamic environments, multidisciplinary and changing. -Interest in international and multidisciplinary issues. -Analytical skills. -Work environments and multilingual documentation.