

## Erasmus Student Work Placement in Portugal

<b>EMPLOYER INFORMATION</b>	
Name of organisation	<b>Universidade Nova de Lisboa</b>
Address inc post code	Campus de Campolide   1099-085 Lisboa   Portugal
Website	<a href="http://www.unl.pt">www.unl.pt</a>
<b>CONTACT DETAILS</b>	
Contact person for this placement	Tânia Sto.António
E-mail address	<a href="mailto:tania.stoantonio@unl.pt">tania.stoantonio@unl.pt</a>
<b>APPLICATION PROCEDURE</b>	
Who to apply to (including contact details)	The candidate has to send: CV, cover letter, academic record, any other relevant information.
Deadline for applications	<b>22<sup>nd</sup> September 2014</b>
<b>PLACEMENT INFORMATION</b>	
Department, Function	<b>International Relations Office, Latin American Student Advisor</b>
Location	Lisbon, Portugal
Start Date	as soon as possible
Duration	<b>3 to 12 months</b>
Working hours per week	30-40
Description of activities, tasks	Plan and organize the mobilities within an exchange programme. Promote an international project: marketing, publicity, statistics. Edit website contents and Facebook. Plan, organize, monitor and disseminate activities for an international programme. Manage scholarship holders' files. Translate and create documents in English and Spanish, and be able to understand written documents in Portuguese. Give support to our applicants, written and spoken (answering emails, written documentation).
Accommodation	Help with finding accommodation.
<b>COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS</b>	
Languages and level of competence required	Spanish – native language, English – full professional proficiency Portuguese - preferable but not required
Computer skills and level of skills required	Word, Excel, Power Point, Database Knowledge of mail, Internet and social networks
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.