

**INTERNATIONAL OFFICE OF THE UNIVERSITY OF PORTO**

**PLACEMENT OFFER**

<b>COMPANY</b>	<b>University of Porto</b>
<b>LOCATION</b>	Praça Gomes Teixeira Porto Portugal
<b>MAIN ACTIVITY</b>	University co-operation and international relations
<b>PLACEMENT OFFERED</b>	Assistance in the organization of events and of student mobility Maintenance of databases. General administrative support (use of e-mail, telephone, fax, filing)
<b>STUDENT PROFILE</b>	Any relevant discipline Good English. Knowledge of Portuguese is considered an advantage Good computer skills Mature, responsible, organised, able to work on his/her own
<b>TYPE OF STUDIES</b>	Any relevant discipline
<b>LEVEL OF STUDIES</b>	Undergraduate or postgraduate student
<b>DESIRED SKILLS</b>	Interested in international affairs Ability and willingness to train in basic computing (Word, Excel, Access, PowerPoint, statistics) Flexibility in approach to work Capability of working in an international environment
<b>LANGUAGE</b>	Fluent English – written and spoken Knowledge of Portuguese is considered an advantage
<b>NATIONALITY</b>	Any
<b>STARTING DATE</b>	January
<b>DURATION</b>	6 month
<b>SALARY</b>	No financial contribution
<b>LEONARDO GRANT</b>	To be applied by the home institution (or country)
<b>ACCOMMODATION</b>	In the University's residences: 135 € per month for under graduated students and 155€ per month for graduated students (subject to availability) or in a flat to be shared with other students (average 175€ per student per month)
<b>DEADLINE</b>	Applications should include a CV and letter of interest. The deadline for receiving applications is a.s.a.p.
<b>CONTACT</b>	Teresa Medeiros International Officer for Incoming Mobility International Office University of Porto Praça Gomes Teixeira 4099-002 Porto Portugal Tel: +351 220408056 Fax +351 220408183 E-mail: <a href="mailto:tmediros@reit.up.pt">tmediros@reit.up.pt</a> url: <a href="http://www.up.pt">www.up.pt</a>