# Placement Offer

## Company
Faculty of Sciences, University of Porto

## Location
Rua do Campo Alegre s/n
4169-007 Porto
Portugal

## Main Activity
Public University

## Placement Offered
In the context of Higher Education mobility programmes the internship aims at:
- Provide support for the events organised by this unit like informative sessions regarding the mobility programmes and reception of students.
- Maintenance of databases and archiving.
- Students answering service.
- General administrative support (use of e-mail, telephone, fax).

## Student Profile
Any relevant discipline.
Good English. Knowledge of Portuguese/Spanish/French is an advantage.
Good communication skills.

## Type of Studies
Undergraduate or postgraduate student

## Level of Studies
Interested in international affairs.
Flexibility to adapt to different work activities.
Ability to work in an international environment.
Computer skills

## Language
English – written and spoken
Knowledge of Portuguese is considered an advantage

## Nationality
- 

## Starting Date
15th May till 15th February

## Duration
9 months (or more)

## Salary
No financial contribution

## Grant (e.g. Erasmus or Leonardo)
To be considered by the home institution (or country).
Mandatory.

## Accommodation
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)

## Deadline
Applications should include a CV and motivation letter. The deadline for receiving applications is a.s.a.p.

## Contact
Olga Lage
International Office
Faculty of Sciences, University of Porto
Rua do Campo Alegre s/n
4169-007 Porto
Portugal
Tel: +351 220402724
E-mail: olga.lage@fc.up.pt
url: www.fc.up.pt