

Universidade Católica Portuguesa - Porto is offering a new opportunity for a Placement under the Erasmus + Programme.

This initiative will allow Students to fully participate and understand all the different aspects concerning the organization of an International Relations Office, while carrying out the tasks described below getting acquainted to the local culture.

Below you will find the details of our proposal.

Requirements:

- » Proficiency in English
- » Portuguese language knowledge will be valued
- » Intercultural awareness

Knowledge, skills and competence to be acquired:

- » Knowledge on the student's exchange processes and programs;
- » Portuguese language
- » Ability to work in a multicultural environment
- » Responsibility
- » Time/task management

Tasks of the trainee:

- » To assist student's exchange administrative process (in and out).
- » To assist the preparation and management of the incoming student's welcome activities
- » To assist partnerships management:
 - » Identify all partnerships which are expiring
 - » Prepare renewal agreements templates to be sent to international partners.
- » To assist the organization of activities for outgoing and incoming students

Duration: 6 months