

**COOPERATION DIVISION OF THE FACULTY OF ENGINEERING
 OF THE UNIVERSITY OF PORTO**

PLACEMENT OFFER

COMPANY	Faculty of Engineering - University of Porto
LOCATION	Rua Dr. Roberto Frias Porto Portugal
MAIN ACTIVITY	International relations and students' exchange
PLACEMENT OFFERED	Assistance in the organization of workshops and information sessions for international students. Support of activities within incoming students' mobility: administrative processes and softlanding assistance. Maintenance of databases and information at the website. General administrative support (use of e-mail, telephone, fax)
PROFILE OF THE APPLICANT	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 Preferable to whom had already made an exchange period under ERASMUS or other similar programme
TYPE OF STUDIES	Any relevant discipline
LEVEL OF STUDIES	Graduate or postgraduate
DESIRED SKILLS	Interested in international affairs Ability and willingness to train in basic computing (Word, Excel, PowerPoint) Flexibility in approach to work Capability of working with international students and worldwide cultures
LANGUAGE	Fluent English - written and spoken Knowledge of Portuguese is considered an advantage
NATIONALITY	Any
STARTING DATE	February.2011
DURATION	6 months (or more)
SALARY	No financial contribution
LEONARDO GRANT	To be applied by the home institution (or country)
ACCOMMODATION	In the University's residences: 105 € 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). At any private accommodation offered at city of Porto: usually the price is between 150€ and 250€ per month.
DEADLINE	Applications should include a CV and letter of interest. The deadline for receiving applications is a.s.a.p.
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