

INTERNATIONAL OFFICE OF THE UNIVERSITY OF PORTO**PLACEMENT OFFER**

COMPANY	University of Porto
LOCATION	Praça Gomes Teixeira Porto Portugal
MAIN ACTIVITY	University co-operation and international relations
PLACEMENT OFFERED	Assistance in the organization of events and of student mobility Maintenance of databases. General administrative support (use of e-mail, telephone, fax, filing)
STUDENT PROFILE	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
TYPE OF STUDIES	Any relevant discipline
LEVEL OF STUDIES	Undergraduate or postgraduate student
DESIRED SKILLS	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
LANGUAGE	Fluent English – written and spoken Knowledge of Portuguese is considered an advantage
NATIONALITY	Any
STARTING DATE	November/December
DURATION	6 month
SALARY	No financial contribution
LEONARDO GRANT	To be applied by the home institution (or country)
ACCOMMODATION	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)
DEADLINE	Applications should include a CV and letter of interest. The deadline for receiving applications is a.s.a.p.
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