

**ERASMUS+ INTERNSHIP AT THE INTERNATIONAL COOPERATION OFFICE
SCHOOL OF ARTS AND HUMANITIES - ULISBOA, PORTUGAL**

Application procedure	Candidates must submit application by email to internacional@letras.ulisboa.pt , attaching their Curriculum Vitae
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Name of institution	Faculdade de Letras da Universidade de Lisboa School of Arts and Humanities – ULisboa
Address Post code City, Country	Alameda da Universidade 1600-214 Lisboa, Portugal
Sector Code	85.4. Higher Education
Size	Over 250 employees
Legal representative	Prof. Miguel Tamen, Dean of the Faculty
Responsible person in the area of Traineeship	Eduarda Camilo - Head of International and External Relations Unit Luísa Santos - International Cooperation Officer
Department	International and External Relations Unit International Cooperation Subunit
Position title	Traineeship
Duration	3 to 12 months Preferably during the following periods: August – January February – July
Starting date	To be determined
Working hours	6 hours per day, 5 days a week
Short description of the Faculty	The School of Arts and Humanities of the Universidade de Lisboa, founded in 1911, is located in Lisbon, Portugal. It currently has about 3.854 undergraduate and graduate students, and 237 teachers. Every year it receives about 700 foreign students under mobility programs and sends about 120 students to study/do a traineeship to one of its Partner Universities/Companies in Europe, America and Asia. For further information, please visit: http://www.letras.ulisboa.pt/pt/
Short description of the International Cooperation Subunit	One of the International Cooperation Subunit's purpose is to maintain and enhance a high-quality central support service for the faculty's international students during their time at the University.
Main responsibilities and tasks	The team is responsible for: managing student and staff mobilities, both incoming and outgoing; providing orientation events for new international students; ensuring compliance with Portuguese immigration legislation and helping students with visa and immigration advice.

Candidate profile	
Education & qualifications	<ul style="list-style-type: none"> - Must be a current student enrolled on a Bachelor or Masters level degree in the fields of Languages, International Relations, European Studies or similar; - Must have good knowledge of the Portuguese Language (spoken and written) i.e. language level B1 or higher.
Specialist knowledge & skills	<ul style="list-style-type: none"> - Good knowledge of the English Language (spoken and written) i.e. language level B1 or higher; - Proficient in Microsoft Office tools, e.g.: Outlook, Publisher, Excel, Word and Power Point; - A working knowledge of EU-funded mobility programs is a plus.
Interpersonal & communication skills	<ul style="list-style-type: none"> - Must be diplomatic in problematic situations; - Must show intercultural awareness; - Must be able to deal with people at all levels; - Ability to research information and produce concise reports on findings.
Additional requirements	<ul style="list-style-type: none"> - Must be able to work to a high level of accuracy, and follow set procedures; - Ability to organize and deliver multiple priorities within tight deadlines; - Ability to work successfully in a small team; - Willingness to be adaptable to changing demands and deadlines.
Workload and tasks	
Administrative Support	<ul style="list-style-type: none"> - Answering routine enquiries from students, academics and senior management by email and in person; - Administrative support for members of the team; - Photocopying and scanning of documents; - Ensuring filing systems are up to date.
Student Exchanges	<ul style="list-style-type: none"> - Ensuring all required paperwork for outgoing and incoming students is complete; - Maintaining accurate records for incoming and outgoing exchange students; - Assisting with the organization of orientation sessions for students participating in an exchange (incoming and outgoing); - Assisting with the arrangements for any visits from partner universities.