You are very WELCOME to Lisbon!

ERASMUS + INTERNSHIP OFFER

International Office Assistant
Universidade Europeia prepares students for the global world

By being part of Laureate International Universities - the largest global group of Higher Education, Universidade Europeia brings to its students a multicultural career-oriented learning experience. Besides, Universidade Europeia is located in Lisbon one of the most beautiful and cosmopolitan cities in Europe, where the students will take the chance to enjoy a very enriching experience. The interested students can study or do an Internship at Universidade Europeia for a small period through an exchange programme or enrol directly on an undergraduate or graduate degree.
Internship offer
FALL SEMESTER 2018-2019
International Office Lisbon, Portugal

**Employer:**
Ensilis Educação e Formação Unipessoal LDA.  Erasmus Code: P LISBOA08  PIC Number: 949281577

Universidade Europeia – Campus Santos – IADE - Faculdade de Design, Tecnologias e Comunicação
Av. D. Carlos I, 4 – 1200-649 LISBON – PORTUGAL

**Presentation:**
Universidade Europeia is located on 4 campuses, 3 in Lisbon and 1 in Oporto

**The intern will be working within the International Office on our Lisbon Campus** – Santos – where is located the Faculty IADE

**Website:**  [www.iade.europeia.pt](http://www.iade.europeia.pt)

**Contact persons:**

Nádia Leitão, International Manager
nadia.leitao@universidadeeuropeia.pt

Liliana Rosalino, International Office Coordinator
rosalino@universidadeeuropeia.pt  internationaloffice@universidadeeuropeia.pt
Main propose

• This is an opportunity for a motivated European student to gain familiarity in a Portuguese working environment and to build on their English (and perhaps others) language skills in a professional setting. The main purpose is to gain experience of working in the Erasmus+ and Study Abroad Teams at the Universidade Europeia, specifically focusing on the administration of our Erasmus+ Mobility Program.

• This Traineeship provides a unique opportunity to learn about how Erasmus+ partnerships work in practice, and the benefits, challenges and administrative processes for both outgoing and incoming students. It will also provide opportunities for the trainee to engage with a working International Office in a Portuguese higher education setting.

Job Description

Period of the internships: Beginning of September 2018 – End of February 2019. Possibility to be extended to the Spring semester

Working hours: Regular office hours
From 9.00 AM to 6.00 PM with a lunchtime break / 5 days a week

Job Description: The internship will take place in the International Office at our Lisbon Santos campus. It will consist of different missions related to our international activities. The main tasks will include:
• assisting in the administrative management of student exchange (incoming, outgoing)
• working on international relations information material, producing information material, e.g. updating the website, intranet platforms, databases
• correspondence with international partners
• assisting with the organisation of events such as guest students welcome and orientation days, study fairs, Erasmus activities and Universidade Europeia international Week.
Skills & Profile required:

• completed at least two years of university study

• **academic training in office management, business, marketing or communication studies** or other related academic areas, with the following profile:
  
  • ability to work in an autonomous and proactive way, as well individually as in a team
  
  • good interpersonal skills.
  
  • cultural awareness and sensitivity to deal with international students
  
  • flexibility, curiosity and open-mindedness
  
  • working knowledge of Microsoft Office
  
  • fluency in English
  
  • other languages are an asset (e.g. Spanish, German, French, Italian or Dutch)

**Grant:** Erasmus+ grant (for EU partners)

**Practicalities:** Assistance in finding local accommodation can be provided.

**Holidays:** 2 days per month of work

**Application deadline:** August 31st 2018

Please send your application letter + CV (in English) + academic details (home institution coordinator, phone, E-mail) by e-mail to internationaloffice@universidadeuropeia.pt

Applicants will be contacted by e-mail and/or phone for a potential phone interview

Thank you for your interest in collaborating with us!