



Education and Culture DG

Lifelong Learning Programme

## Erasmus Student Work Placement in the Lisbon

EMPLOYER INFORMATION	
Name of organisation	ISCTE BUSINESS SCHOOL
Address inc post code	Avenida das Forças Armadas, Ala Autónoma, Gabinete 230 1649-026 LISBOA Portugal
Telephone	+351 210 464 209
Fax	/
E-mail	ibs@iscte.pt
Website	ibs.iscte.pt
Number of employees	20
Short description of the company	<p>ISCTE Business School traces its origins back to the earlier department of management sciences, created in 1972. The school is recognised for its excellence in learning and research, international and multicultural environment, and the solid connection to the business world that it offers our exceptional graduates, leadership entrepreneurship and innovation.</p> <p>IBS has approximately 170 teachers (134.98 FTE) distributed throughout its six Departments: Accounting, Economics, Finance, Marketing, Operations and Management, Quantitative Methods for Management and Economics, and Human Resources and Organisational Behaviour.</p> <p>More than 3,200 students are currently enrolled in the 6 Undergraduate Programmes and 12 Masters Programmes offered by the school.</p> <p>IBS is one of four schools that constitute University ISCTE-IUL, along with the School of Sociology and Public Policy, School of Social Sciences and Humanities and the School of Technology and Architecture</p>
CONTACT DETAILS	
Contact person for this	Nádia Leitão

placement	
Department and designation / job title	IBS Career Services Coordinator
Direct telephone number	+351210 464 209
E-mail address	Nadia.leitao@iscte.pt
<b>Application Procedure</b>	
Who to apply to (including contact details)	Nádia Leitão <a href="mailto:nadia.leitao@iscte.pt">nadia.leitao@iscte.pt</a>
Deadline for applications	31 <sup>st</sup> August 2015
Application process	CV, samples of selected work and motivation letter are to be submitted.  We will review candidates internally and offer Skype/face to face interview to the successful ones. Due to the large number of applications, we will only contact the successful candidates.  CV requirements :  <ul style="list-style-type: none"> <li>- We would like to receive your portfolios in a PDF format no larger than 10 MB.</li> <li>- Your CV, covering letter and recommendations/if any/ to be sent on a separate .doc or .pdf files.</li> </ul>
Other	

Please provide as much information on the placement as possible – too much information is better than not enough!

<b>PLACEMENT INFORMATION</b>	
Department / Function	Internship
Description of activities	
Location	Lisboa, Portugal
Start Date	1 <sup>st</sup> September 2015
Duration	6 Months
Working hours per week	35 hours per week approximately
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input type="checkbox"/> We can assist with finding accommodation <input checked="" type="checkbox"/> Student to make own arrangements

Details of financial and “in kind” support to be provided	
Other	

### COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Academic degree	Preferentially MSc
Languages and level of competence required	foreign language skills: English (Required), Portuguese (Preferred);
Computer skills and level of skills required	Microsoft Office skills;
Drivers license	Not required
Other	<ul style="list-style-type: none"> <li>-plan effectively, set priorities, develop a work schedule, monitor towards goals, and track details/data/information/activities;</li> <li>-ability to adapt quickly to various communication challenges ra working with multiple parties at the same time i.e. colleagues, company representatives, ambassadors etc.</li> <li>-people-oriented person, open to network in a formal and business-type environment;</li> <li>-interested in raising the level of multicultural awareness among students;</li> <li>-willingness to take initiative and genuinely commit to render the project successful;</li> <li>-care about details and the university’s reputation;</li> <li>-prepared to work in a team, work cooperatively and effectively;</li> <li>-active and cheerful person in general.</li> </ul>

### INFORMATION PROVIDED BY

Name	Nádia Leitão
Department / Function	IBS Career Services Coordinator
E-mail address	<a href="mailto:nadia.leitao@iscte.pt">nadia.leitao@iscte.pt</a>
Phone number(s)	+351 210 464 209
Date	16.06.2015