

INTERNATIONAL OFFICE OF THE UNIVERSITY OF PORTO PLACEMENT OFFER

COMPANY	Faculty of Nutrition and Food Sciences, University of Porto
LOCATION	R. Dr. Roberto Frias, s/n 4200-465 Porto Portugal
MAIN ACTIVITY	Public University
PLACEMENT OFFERED	In the context of Higher Education mobility programmes the internship aims at: General administrative support (use of e-mail, telephone, fax) Reception of documents and preparation of applications (incoming and outgoing students) Provide support for the events organised by this unit, meetings or informative sessions regarding the mobility programmes available. Maintenance of databases. Cooperation with Academic Services
STUDENT PROFILE	Any relevant discipline (International Relations or related area). Good Spanish and/ or English. Knowledge of Portuguese is an advantage. Good informatics skills. Good digital competences would be an advantage.
TYPE OF STUDIES	International Relations
LEVEL OF STUDIES	Undergraduate or postgraduate student in International Relations or related area
DESIRED SKILLS	Interested in international affairs. Flexibility to adapt to different work activities. Ability to work in an international environment.
LANGUAGE	Spanish (preferably) and/ or English – written and spoken Knowledge of Portuguese is considered an advantage
NATIONALITY	-
STARTING DATE	August/ September 2019
DURATION	5 months (minimum) up to 12 months (maximum)
SALARY	No financial contribution
GRANT (eg. ERASMUS+)	To be considered by the home institution (or country). Mandatory.
ACCOMMODATION	International Students can apply to the University's residences. More information will be provided by the International Office of U.Porto.
DEADLINE	Applications should include a CV and motivation letter. The deadline for receiving applications is a.s.a.p.
CONTACT	Cecília M. Morais Coordinator of the International Office Faculty of Nutrition and Food Sciences of the University of Porto R. Dr. Roberto Frias, s/n 4200-465 Porto Portugal Tel: +351 225074230 E-mail: ceciliamorais@fcna.up.pt url: www.up.pt