

**COOPERATION DIVISION OF THE FACULTY OF ENGINEERING  
 OF THE UNIVERSITY OF PORTO**

**PLACEMENT OFFER**

<b>COMPANY</b>	Faculty of Engineering - University of Porto
<b>LOCATION</b>	Rua Dr. Roberto Frias Porto Portugal
<b>MAIN ACTIVITY</b>	International relations and students' exchange
<b>PLACEMENT OFFERED</b>	Assistance in the organization of workshops and information sessions for international students. Support of activities within incoming students' mobility: administrative processes and softlanding assistance. Maintenance of databases and information at the website. General administrative support (use of e-mail, telephone, fax)
<b>PROFILE OF THE APPLICANT</b>	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 Preferable to whom had already made an exchange period under ERASMUS or other similar programme
<b>TYPE OF STUDIES</b>	Any relevant discipline
<b>LEVEL OF STUDIES</b>	Graduate or postgraduate
<b>DESIRED SKILLS</b>	Interested in international affairs Ability and willingness to train in basic computing (Word, Excel, PowerPoint) Flexibility in approach to work Capability of working with international students and worldwide cultures
<b>LANGUAGE</b>	Fluent English - written and spoken Knowledge of Portuguese is considered an advantage
<b>NATIONALITY</b>	Any
<b>STARTING DATE</b>	February.2011
<b>DURATION</b>	6 months (or more)
<b>SALARY</b>	No financial contribution
<b>LEONARDO GRANT</b>	To be applied by the home institution (or country)
<b>ACCOMMODATION</b>	In the University's residences: 105 € 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). At any private accommodation offered at city of Porto: usually the price is between 150€ and 250€ per month.
<b>DEADLINE</b>	Applications should include a CV and letter of interest. The deadline for receiving applications is a.s.a.p.
<b>CONTACT</b>	Ms. Rosário Trindade Cooperation Division Faculty of Engineering - University of Porto Praça Gomes Teixeira 4099-002 Porto Portugal Tel: +351 22 5081479 Fax: +351 22 5081440 E-mail: <a href="mailto:mrt@fe.up.pt">mrt@fe.up.pt</a> url: <a href="http://www.fe.up.pt">www.fe.up.pt</a>