

Erasmus Student Work Placement in Portugal

EMPLOYER INFORMATION	
Name of organisation	Universidade Nova de Lisboa
Address inc post code	Campus de Campolide 1099-085 Lisboa Portugal
Website	www.unl.pt
CONTACT DETAILS	
Contact person for this placement	Tânia Sto.António
Department and designation, job title	Head of the International Relations Office
E-mail address	tania.stoantonio@unl.pt
APPLICATION PROCEDURE	
Who to apply to (including contact details)	The candidate has to send: CV, cover letter, academic record, any other relevant information.
Deadline for applications	14 October 2013
PLACEMENT INFORMATION	
Department, Function	International Relations, Translation.
Location	Lisbon, Portugal
Start Date	as soon as possible
Duration	3 to 12 months
Working hours per week	30-40
Description of activities, tasks	Development of mobility and exchange programs. Implementation and promotion of international projects. Planning, organizing, monitoring and dissemination of activities that promote community involvement in the international university. Translation from English to Spanish.
Accommodation	Help with finding accommodation.
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	Spanish – native language, English – full professional proficiency Portuguese - preferable but not required
Computer skills and level of skills required	Word, Excel, Power Point, Access, Database Knowledge of mail, Internet and social networks
Other	-Translation work experience is a plus. -Teamwork and dynamic environments, multidisciplinary and changing. -Interest in international and multidisciplinary issues. -Analytical skills. -Work environments and multilingual documentation.