



You are very **WELCOME** to Lisbon!

**ERASMUS + INTERNSHIP OFFER**

International Office Assistant



# International Experience

Why Universidade Europeia?



**Universidade Europeia**

LAUREATE INTERNATIONAL UNIVERSITIES

## 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



**Universidade  
Europeia**  
LAUREATE INTERNATIONAL UNIVERSITIES

**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

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**Liliana Rosalino** International Office Coordinator

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## 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 31<sup>st</sup> 2018**

Please send your application letter + CV (in English) + academic details (home institution coordinator, phone, E-mail)

by e-mail to [internationaloffice@universidadeeuropeia.pt](mailto:internationaloffice@universidadeeuropeia.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!