

Call for internship Polytechnic of Coimbra - International Office

Internship at the Polytechnic Institute of Coimbra (IPC), Portugal.

Place: Polytechnic Institute of Coimbra, International Office

Brief description: IPC is among the top ten Portuguese Higher Education Institutions and it is located in Coimbra, that has been known for centuries as the city of students. The Institution comprises 6 Schools and has about 11 000 students and 1045 staff members.

Website: www.ipc.pt

Contact person: Maria João Cardoso - International Relations Coordinator/Pro-President
dga.sri@ipc.pt

Period internship: March 2019- End of June 2019 (spring semester)

Working hours: 35 hours/week

Place for work: International Office at the Central Administration in the city of Coimbra.

Contract: Erasmus + SMT – Student Mobility Traineeship or another grant supported student mobility.

Tasks: In the area of international relations such as:

- Assisting in student exchange (incoming & outgoing)
- Assisting with event organization such as Global Week 2019
- Working on international relations social media, information material, producing information material ...
- Correspondence with international partners
- Correspondence with colleagues and students from IPC (in English)
- Other administrative tasks

Skills required: Student or graduate from the area of International Relations, Communication, Marketing or another suitable area, with:

- Professional English
- International experience (preferably)
- Basic knowledge of Microsoft Office (other computer skills are an asset)
- Independent & self-structured working
- Cultural awareness
- Communication skills (written and oral)

POLYTECHNIC OF COIMBRA

- Administration skills

Competences required:

- Flexibility
- Punctuality
- Creativity
- Initiative

Application:

To dga.sri@ipc.pt
including:

- CV
- Motivation letter

Skype Call with selected candidates after the application deadline.

Deadline: January 15th 2019

Accommodation/meals/transport: Not provided