

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)
 - Basis 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