We are happy to announce the opening of a new opportunity for a Placement at the Universidade Católica Portuguesa - Porto under the Erasmus + Programme.

This initiative will allow your Erasmus Students to fully participate and understand all the different aspects concerning the organization of an International Relations Office, while carrying out the tasks described below getting acquainted to the local culture

Below you will find the details of our proposal.

**Requirements:**

»         Proficiency in English

»         Portuguese language knowledge will be valued

»         Intercultural awareness

**Knowledge, skills and competence to be acquired:**

»         Knowledge on the student’s exchange processes and programs;

»         Portuguese language

»         Ability to work in a multicultural environment

»         Responsibility

»         Time/task management

**Tasks of the trainee:**

»         To assist student’s exchange administrative process (in and out).

»         To assist the preparation and management of the incoming student’s welcome activities

»         To assist partnerships management:

»         Identify all partnerships which are expiring

»         Prepare renewal agreements templates to be sent to international partners.•

»         To assist the organization of activities for outgoing and incoming students

**Duration:** 6 months

 We look forward to welcome your students for a training period in:



Best Regards,

**Magda Resende Ferro**

Head of Office

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| [http://www.porto.ucp.pt/assinatura/logos/CPen.png](http://www.porto.ucp.pt/) | **International Office**  Universidade Católica Portuguesa | Porto  Rua de Diogo Botelho, 1327 4169-005 Porto, Portugal  Tel.: +351 +351226196285  Email: [mferro@porto.ucp.pt](mailto:mferro@porto.ucp.pt)  [**www.porto.ucp.pt**](http://www.porto.ucp.pt) |
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