



Erasmus Student Traineeship in Portugal

| EMPLOYER INFORMATION | |
|---|--|
| Name of organisation | School of Arts and Humanities • ULisboa |
| Address inc post code | Alameda da Universidade • 1600-214 LISBOA • PORTUGAL |
| Telephone | +3517920000 |
| Fax | +3517920030 |
| E-mail | info@letras.ulisboa.pt |
| Website | http://www.letras.ulisboa.pt/pt/ |
| Number of employees | <500 |
| Short description of the company | The School of Arts and Humanities developed a vast array of courses, centred on the principal areas of knowledge of Philosophy, History, Classical Languages and Literature (formerly Classical Philology) and Modern Languages and Literature (formerly Romanic and Germanic Philology). FLUL intends to develop a model of higher education centred on a study programme which, from the very beginning, promotes research skills and ensures a high level of performance, an ability to adapt to new situations and a foundation for lifelong learning. |
| CONTACT DETAILS | |
| Contact person for this placement | Lília Aguardenteiro Pires |
| Department and designation, job title | Students Support Office (NAA) |
| Direct telephone number | +3517920023 |
| E-mail address | Lilia@letras.ulisboa.pt |
| APPLICATION PROCEDURE | |
| Who to apply to (including contact details) | Email to: Lília Aguardenteiro Pires Lilia@letras.ulisboa.pt |
| Deadline for applications | No deadline. |
| Application process | CV and motivation letter to lilia@letras.ulisboa.pt . Candidates must also provide information regarding their availability to start the internship. |
| Please provide as much information on the placement as possible – too much information is better than not enough! | |

| PLACEMENT INFORMATION | |
|---|--|
| Department, Function | Support activities in the FLUL Voluntary Program. |
| Location | Alameda da Universidade 1600-214 Lisboa PORTUGAL |
| Start Date | No. |
| Duration | Minimum 6 months. |
| Working hours per week | Full Time. |
| Description of activities, tasks | <p>The intern will support the NAA in the organisation and management of FLUL Voluntary Program.</p> <p>Task:</p> <ul style="list-style-type: none"> - Website contents and networks update. - Design material for the promotion of projects under the Program. Voluntary for university students. - Content design of newsletters and students guides. |
| Accommodation | Not provided, but we can help an intern to find it. |
| Details of financial and "in kind" support to be provided | None, but fringe benefits to Portuguese course. |
| Other | - |
| COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS | |
| Languages and level of competence required | Fluent English (Portuguese not required but preferential). |
| Computer skills and level of skills required | Good computer skills and excellent social/web/designer skills. Microsoft Office. |
| Drivers license | No |
| Other | <ul style="list-style-type: none"> - Knowledge concerning Marketing and Photography. - Communication and Brand development. - Familiar with social networks. - Students in bachelor or master degree in marketing and communication areas. |