

## 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	<a href="mailto:info@letras.ulisboa.pt">info@letras.ulisboa.pt</a>
Website	<a href="http://www.letras.ulisboa.pt/pt/">http://www.letras.ulisboa.pt/pt/</a>
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	<a href="mailto:Lilia@letras.ulisboa.pt">Lilia@letras.ulisboa.pt</a>
APPLICATION PROCEDURE	
Who to apply to (including contact details)	Email to: Lília Aguardenteiro Pires <a href="mailto:Lilia@letras.ulisboa.pt">Lilia@letras.ulisboa.pt</a>
Deadline for applications	No deadline.
Application process	CV and motivation letter to <a href="mailto:lilia@letras.ulisboa.pt">lilia@letras.ulisboa.pt</a> . 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"> <li>- Website contents and networks update.</li> <li>- Design material for the promotion of projects under the Program. Voluntary for university students.</li> <li>- Content design of newsletters and students guides.</li> </ul>
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"> <li>- Knowledge concerning Marketing and Photography.</li> <li>- Communication and Brand development.</li> <li>- Familiar with social networks.</li> <li>- Students in bachelor or master degree in marketing and communication areas.</li> </ul>