

ERASMUS TRAINEESHIP OPPORTUNITY

The Mobility Programs Office of the Faculty of Human Kinetics of the University of Lisbon (Faculdade de Motricidade Humana | ULISBOA) is pleased to be able to offer the opportunity to complete a traineeship placement within the Erasmus+ exchange programme.

Specific responsibilities include:

- Welcoming and supporting new international students in September and February
- General administrative support: entering and checking data, collecting documents
- Writing news letters
- Planning and running events on campus

The qualified candidate is:

- Pursuing a bachelor or master degree, or a recent graduate
- A fluent English speaker (C1 level in spoken and written English)
- In possession of strong communication and customer service skills
- Experienced user of social media
- Confident with IT systems and proficient in Microsoft Office
- Detail-oriented, flexible and able to work independently
- Confident in advising students as well as other university employees

Due to immigration regulations, the intern is required to be a European Citizen or have a permanent right to stay in a EU / EAA country

Terms and conditions

- The duration of the traineeship would be 1st September 2019 to 28 February 2010
- The weekly number of work hours is 35 including (with 1 hour break for lunch/per day.
- The internship is unpaid. We expect the intern to apply for an Erasmus+ grant at the home institution.

As an Erasmus trainee at the FMH|ULISBOA, the trainee is also able to attend the courses of his/her choice along with other Erasmus students.

How to apply

- Please send a CV and one-page motivation letter to Isabel Morais (erasmus@fmh.ulisboa.pt) no later than 6th of June 2019
- Include two references including the contact details of the referees (teachers, former employers, etc.) who can be contacted by us
- A Skype interview may be required if short-listed