

## Placement offer

### Erasmus+ Traineeship 2018 / 2019 – Support to International Students and experience on international projects

EMPLOYER INFORMATION	
Name of organization	Universidade do Algarve, UAlg (University of Algarve)
Address (oficial)	Estrada da Penha
Postal code	8005 - 139
City	Faro
Country	Portugal
Telephone	+351 289 800 100
Fax	+351 289 800 061
Website	<a href="http://www.ualg.pt">www.ualg.pt</a>
Number of employees	At UAlg around 900 At International Relations and Mobility Office 8 officers
Year of Foundation	1979
Contact person	Marleni Pereira de Azevedo
Department / Function	Head of International Relations and Mobility Office
Direct phone number	+351 289 800 003
Direct e-mail address	<a href="mailto:international@ualg.pt">international@ualg.pt</a>

PLACEMENT INFORMATION	
Department / Function	International Relations and Mobility Office
Number of places to offer	2
Description of activities:	<ul style="list-style-type: none"> <li>• Support to international students (registration, general information, etc.)</li> <li>• Logistical support on internal procedures for International students</li> <li>• Email assistance to international students</li> <li>• Support to the organization of meetings and events</li> <li>• Support to the implementation of mobility projects</li> <li>• Logistical support on internal procedures</li> </ul>

<b>Duration</b>	Minimum of <b>Two months</b> (to start on <b>October 15th, 2018</b> )
<b>Working hours / Weekly hours</b>	35 hours
<b>City</b>	Faro, <i>Campus</i> de Gambelas
<b>Help with finding accommodation</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Other</b>	<ul style="list-style-type: none"> <li>• Only candidates that have received a Grant from their sending institution (Erasmus+) will be accepted.</li> <li>• Preference will be given to students who attend the following courses: Business Management; Management and Administration; Tourism; Marketing; Foreign Languages; Hotel Management.</li> </ul>

<b>REQUIREMENTS</b>	
<b>Oral and written language skills</b>	<input type="checkbox"/> English (please indicate the level): <b>C1</b> <input type="checkbox"/> Portuguese (please indicate the level): <b>B2</b> <input type="checkbox"/> Spanish (please indicate the level): <b>C1</b> <input type="checkbox"/> Other (Any other language will be appreciated. Please indicate the level):
<b>Computer skills</b>	Ms Office
<b>Other</b>	It is <b>mandatory</b> to have medical and liability insurance

<b>ADMISSION PROCEDURE</b>	
<b>Applications and recruiting process</b>	Send an email with your attached CV and motivation letter to <a href="mailto:international@ualg.pt">international@ualg.pt</a> to the attention of Mrs. Marleni Pereira de Azevedo
<b>Deadline for applications</b>	20.09.2018