



SG STEP PROGRAMME

Santander Group Erasmus Training Exchange Programme at International Offices

OFFER FORM

University: University of Porto	Country: Portugal
Department: International Office - Rectorate	
Contact Person: Bárbara Costa	
Position: Director of the International Office	
E-mail: international@reit.up.pt	
Position offered: International Office	
Placement duration: 3 to 9 months	
Brief description of the tasks to be carried out: <ul style="list-style-type: none">• Provide support in administrative tasks related with the management of the several projects in which U.Porto is involved;• Translation of documents related to the ongoing activities of the International Office of the U.Porto;• Carry out contacts with partner institutions and grant holders;• Assist in the organization of meetings and events;• Assist in the administrative work related to the cooperation, incoming and outgoing mobility units (archive, databases, preparing all sorts of documents related with agreements and students, staff and teachers ' mobility);• Provide a follow up of the work carried out, namely through statistics;• Contact with students;	
Type of student to carry out these tasks: <input checked="" type="checkbox"/> Bachelor student <input checked="" type="checkbox"/> Master student	





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Financial conditions: No financial conditions applicable. However the IRO will make the best efforts to ensure an accommodation at U.Porto's Hall of Residence (approx. 120€/month).

Date: 26/05/2016



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