

Erasmus + Internship offer at international office

Position

Mobility officer at the international Relations Office, Polytechnic University of Tomar, Portugal

Period of the internship

For at least 2 months | Anytime during September-July

Job description

- Update information on the IRO website
- Statistical analysis of student and staff mobilities data
- Management of incoming and outgoing mobilities (students and staff)
- Facilitate the arrival of new students (pre-arrival information and advice)
- Support the organization of international events (welcome meetings, blended intensive programmes, staff weeks, Erasmus days)
- Support international visitors before and during their stay
- Communication activities (taking photos and videos, writing social media posts, gathering information for website articles)
- Knowledge of Portuguese (appreciated)
- Accommodations at our student's residence
- The applicant is expected to benefit from the Erasmus + Internship Grant awarded by the sending university.

Skills required

- Excellent written and spoken English
- Communication and intercultural skills
- Microsoft Office skills
- Autonomy and initiative

Type of studies

- International cooperation
- Intercultural Relations
- Business and Administration
- Social Sciences
- Project Management related
- Computer Science



Important information

The applicant is expected to benefit from the Erasmus + Internship Grant awarded by the sending university.

How to apply?

Send your CV to: gri@ipt.pt
with the reference:
"application to IRO internship"

