

**INTERNATIONAL OFFICE OF THE UNIVERSITY OF PORTO**

**PLACEMENT OFFER**

<b>COMPANY</b>	<b>CETAPS</b>
<b>LOCATION</b>	Faculdade de Letras da Universidade do Porto Via Panorâmica s/ n.º 4150-564 Porto
<b>MAIN ACTIVITY</b>	Research Centre which belongs to two public universities: The Universidade do Porto and the Universidade Nova de Lisboa. This particular placement will be in Porto.
<b>PLACEMENT OFFERED</b>	<p>CETAPS will be organizing, in 2016, at a global scale, the Commemorative Programme of the 500 Years of the publication of Thomas More's <i>Utopia</i>. "Utopia 500" has a Website (<a href="http://www.utoxia500.net">www.utoxia500.net</a>) meant to contain:</p> <ul style="list-style-type: none"> <li>. information on all the events (all over the world) that will be organized in order to celebrate the idea of Utopia.</li> <li>. the promotion of three outreach activities: "PAN-Utopia 2100", "Great Utopians: People with ideas that have changed the world" and "Sounds of Utopia"</li> <li>. Information on the ARUS network (Advanced Research in Utopian Studies).</li> </ul> <p>The project will benefit from the contribution of several trainees coming from all over Europe, who will help with the organization of activities that will take place in Portugal, namely the organization of the International Conference of the Utopian Studies Society / Europe, to be held in Lisbon in July 2016, and of its associated activities (theatre plays, cinema cycles, book exhibitions, public readings...). They will also contact cultural and educational institutions of their home countries, promoting the idea of utopia, as well as the PAN-Utopia 2100 project.</p> <p>However, the project is in need of contributions from <b>specialists Management and administration</b>, who may design management strategies and organize the work to be done by the other trainees.</p> <p>A truly international work environment will be offered, from September 2015 to December 2016, as well as the unique opportunity to participate in a project that will grow in direct proportion to their work. Trainees are welcome to stay from 2 months to 1 year.</p>
<b>ISCED 0413: Management and administration (04.4 - 345)</b>	Academic training in Management and administration. Good English. We are looking for trainees who are responsible and dynamic, and are able to comply with deadlines and work in an international environment.
<b>TYPE OF STUDIES</b>	Management and administration
<b>LEVEL OF STUDIES</b>	Undergraduate or postgraduate student
<b>DESIRED SKILLS</b>	Interested in designing management strategies. . Flexibility to adapt to different work activities. Ability to work in an international environment. Willingness to contribute to the success of the project.
<b>LANGUAGE</b>	English – written and spoken. Knowledge of Portuguese is considered an advantage, but will it not be, by

	any means, a must.
<b>NATIONALITY</b>	We are welcoming people from all over the world.
<b>STARTING DATE</b>	-
<b>DURATION</b>	2 months to 1 year
<b>SALARY</b>	No financial contribution
<b>GRANT (eg. ERASMUS or LEONARDO)</b>	To be considered by the home institution (or country). Mandatory.
<b>ACCOMMODATION</b>	In the University's residences: 150 € per month for shared room and 200 € per month for single room (subject to availability) or in a flat to be shared with other students (average 200 € per student per month)
<b>DEADLINE</b>	Applications should include a CV and motivation letter. The deadline for receiving applications is a.s.a.p. This is an open call: we will welcome trainees willing to work from September 2015 to December 2016 (and beyond, if needed).
<b>CONTACT</b>	Fátima Vieira CETAPS Faculdade de Letras da Universidade do Porto Via Panorâmica s/ n.º 4150-563 Porto Portugal Tel: +351 220408093 E-mail: <a href="mailto:vieira.mfatima@gmail.com">vieira.mfatima@gmail.com</a> <a href="http://sigarra.up.pt/flup/en/func_geral.formview?p_codigo=215533">http://sigarra.up.pt/flup/en/func_geral.formview?p_codigo=215533</a>