

Erasmus Student Work Placement

EMPLOYER INFORMATION

Name of organisation	Instituto Politécnico de Tomar – IPT Erasmus Consortium
Address	Av. Cândido Madureira, nº 13
Post code	2300-531 - TOMAR
Country	Portugal
Telephone	+ 351249346363
Fax	+351249346366
E-mail	c.catroga@ipt.pt
Website	http://www.gri.ipt.pt/default.asp?lang=en.ipt.pt http://www.ipt.pt http://www.gri.ipt.pt/consorcio.erasmus/?lng=EN
Number of employees	4000 students 400 staff and teachers
Short description of the company	The Polytechnic of Tomar is a young Higher Education institution. Its history dates back to the beginning of 1973, when it was created by ministerial decree but it was only in 1982 that installation of the School of Technology was possible. In 1986, the first bachelor degrees were created and classes held in an old building in the downtown using laboratories located in several spots of the city. Finally, in 1992 it changed to a new campus with over 10 hectares. On 1 January 1997, it obtained the permanent statute of independent establishment housing three schools: the School of Technology and the School of Management at Tomar and the School of Technology at Abrantes. The Polytechnic comprises two campuses: the main campus in Tomar and the Abrantes campus (in the city of Abrantes).

CONTACT DETAILS

Contact person for this placement Maria Catroga

Department and designation / job title Director of International Relations

Direct telephone number + 351249346363

E-mail c.catroga@ipt.pt

Please provide as much information on the placement as possible

PLACEMENT INFORMATION

Department / Function International Relations Office of Polytechnic Institute of Tomar

Description of activities Erasmus Placement - Assisting on International Programmes: administrative, financial and public relations tasks

Location International Relations Office at City Center and IPT Campus

Duration From 6 months to 12 months

Working hours per week 35 hours

Accommodation (please select) We can assist with finding accommodation
 Student to make own arrangements

Details of financial or/and "in kind" support to be provided

Other

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required Knowledge of Portuguese Language;
Good Knowledge of English;
Knowledge of other Languages(preferred)
Subject of Study Degree: Administration or Management or International Relations or other related;
Motivated to work with multicultural groups.

Computer skills and level of skills required Good computer skills on excel, power point, word...

Driver's license Preferred but not necessary

Other Application to the email contact with cv (europass format)

INFORMATION PROVIDED BY

Name Maria Catroga

Department / Function International Relations Office of Instituto Politécnico of Tomar

E-mail address c.catroga@ipt.pt

Phone number(s) +351249346363

Date 15/03/2012