

## Internships and Professional Placement

### Mission

The Career Center has the mission of servicing and counseling current and former undergraduate and graduate students according to their professional development objectives.

### Main Activities

#### Corporate Relations

[Information on \*trainee\*, \*internships\* and full time job positions](#)

Career Meeting – recruitment trade show

Organization of recruitment lectures

Coordination of round tables with alumni

#### Internship Management

Internship records and documentation

Developing reports

Research with students

Research with alumni

#### Professional Guidance

Career workshops – competencies, résumés, group dynamics, interviews

Individual counseling for FGV/EAESP students and alumni

Individual counseling for international students

Mentoring program for undergraduate students

#### Staff

Renato Guimarães Ferreira                      Director

Cecília Noronha Santos                      Supervisor - [cecilia.noronha@fgv.br](mailto:cecilia.noronha@fgv.br)

Cássia Lupetti Pianta                      Student service - [mensagenscarreiras@fgv.br](mailto:mensagenscarreiras@fgv.br)

Julliane Oliveira                      Student service - [mensagenscarreiras@fgv.br](mailto:mensagenscarreiras@fgv.br)

Renata Araújo                      Company service/job postings - [centrodecarreiras@fgv.br](mailto:centrodecarreiras@fgv.br)

Thaís Assis                      Student service - [centrodecarreiras@fgv.br](mailto:centrodecarreiras@fgv.br)

#### Location

Av. Nove de Julho, 2029- 2º andar – Prédio Nove de Julho – 01313-902

Operating Hours from Mon thru Fri, from 10:00 am – 6:00 pm

Phone # (+5511) 3799-7823 and (+5511) 3799-791

## Professional Opportunities

Career Center is the area responsible for promoting job openings for EAESP (Business Administration School of São Paulo) for current students and alumni.

### STUDENTS

The opportunities can be seen on our academic intranet page or on the school bulletin boards.

<http://intra.eaesp.fgv.br/estagios-e-colocacao-profissional-cecop>

### COMPANIES

Companies interested in promoting their job openings must fill out the form below, according to company type and submit the form via email to: [centrodecarreras@fgv.br](mailto:centrodecarreras@fgv.br)

**Job Position Request Form – [Companies](#) (Promoting positions for the company itself)**

**Job Position Request Form – [HR Consulting Firms](#) (Promoting positions for their clients)**

### INSTRUCTIONS TO POST JOB POSITIONS

#### ○ Target Audience

We will only promote internship, trainee and job positions that are directed to current and former Business Administration School of São Paulo students:

#### **Undergraduate**

- CGA Undergraduate Course in Administration
- CGAP Undergraduate Course in Public Administration.

#### **Graduate Courses**

- CEAG Business Administration Specialization Course for graduates
- CEAHS Hospital and Health Systems Management Specialization Course
- CMCD Academic Masters and PhD
- MBM Master in Business and Management
- MPA Professional Masters Course in Administration
- MPPI Professional Masters Program in International Management
- MPGPP Professional Masters Program in Management and Public Policies
- OneMBA

EAESP does not offer nighttime undergraduate courses. Students study full time in the Business Administration and Public Administration course until the 5<sup>th</sup> semester. From the 6<sup>th</sup> semester on, the students may intern in the afternoon, usually from 4 to 6 hours per day.

#### **Filling job positions**

The company must fill out **ALL** information requested in the **Job Position Request Form**. Announcements sent by HR Consulting Firms will only be published if the Client Company Profile is complete. The same applies if client name is confidential. For those specific cases, consulting firm must check the Confidential Posting field so that client name is not shown on posting.

- **Confidential Announcement**  
In case the hiring company name cannot be disclosed, the field **Confidential Announcement** must be filled out with a description of the industry, size or company origin, which must be published in the ad.  
Ex.: Brazilian mid-size company in the Pharmaceutical industry.
  
- **Submitting Job Position Request Form**  
All opportunities must be sent to the e-mail: [centrodecarreras@fgv.br](mailto:centrodecarreras@fgv.br)  
  
Career Center will be responsible for approving and posting the position.
  
- **Posting the position**  
After a job position is approved, the Career Center will publish the positions on the academic intranet no later than 3 business days. A confirmation message of the job posting will be sent to the company contact email.
  
- **Posting validity date**  
The posting due date will be one month (30 days) maximum, after that period the posting is automatically deleted from the academic intranet.
  
- **Change to posting information**  
Any changes must be sent to the e-mail: [centrodecarreras@fgv.br](mailto:centrodecarreras@fgv.br)
  
- **Removal of postings before the due date**  
The company must send a request to the email: [centrodecarreras@fgv.br](mailto:centrodecarreras@fgv.br)
  
- **Printed posters\***  
Up to 05 posters "A3" size might be sent to the care of Career Center.

Address: Av. Nove de Julho, 2029 2º andar – Bela Vista – São Paulo - 01313.902

\* Sending posters is not mandatory.

**FGV-EAESP Career Center**

Phone # (+5511) 3799-7823 and (+5511) 3799-7912

E-mail: [centrodecarreras@fgv.br](mailto:centrodecarreras@fgv.br)