



Erasmus+ Student Work Placement

EMPLOYER INFORMATION	
Name of organisation	Universidade Nova de Lisboa
Address inc post code	Campus de Campolide, 1099-085 Lisboa
Website	http://www.unl.pt/
CONTACT DETAILS	
Contact person for this placement	Paulo Silva
E-mail address	prs@unl.pt
APPLICATION PROCEDURE	
Who to apply to (including contact details)	If you think you are the right person for this role, please send your CV and a cover letter to desporto@unl.pt
Deadline for applications	5pm on the 15 th December 2017
PLACEMENT INFORMATION	
Department, Function	<u>Sports Office – Media intern</u>
Location	Campus de Campolide, 1099-085 Lisboa
Start Date	January 2018
Duration	6 months
Working hours per week	35 hours/week
Description of activities, tasks	Assist with the overall day-to-day operation of the media relations office; Create, schedule and publish high-quality, consistent and engaging original social media content; Utilize social media properties to engage users and establish interactive social media environment in order to extend the network's reach and influence; Writing match news, results and other reactions in English;
Accommodation	Nova University Students Accommodation
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	English Knowledge of other languages such as German or French would be a plus
Computer skills and level of skills required	Excellent writing and editing skills; Experience with Photoshop would be a plus; Microsoft Office
Other	Sports lover; High proficiency in Facebook, Twitter, Instagram, Snapchat, email programs; Highly organized approach to work, ability to multi-task