

**Erasmus+ Student Work Placement**

|  |
| --- |
| **EMPLOYER INFORMATION** |
| Name of organisation | Universidade Nova de Lisboa |
| Address inc post code | Campus de Campolide, 1099-085 Lisboa1099-085 Lisboa |
| Website | http://www.unl.pt/ |
| **CONTACT DETAILS** |
| Contact person for thisplacement | 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 15th December 2017 |
| **PLACEMENT INFORMATION** |
| Department, Function | **Sports Office – Media intern** |
| 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 ofcompetence 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  |