

**Erasmus+ Student Work Placement**

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| **EMPLOYER INFORMATION** | |
| Name of organisation | Universidade Nova de Lisboa |
| Address inc post code | Campus de Campolide, 1099-085 Lisboa  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](mailto: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 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 |