# 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 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
- **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