### 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
- **University Students Accommodation**: Nova University Students Accommodation

#### Competences, Skills and Experience Requirements

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<tr>
<th>Languages and level of competence required</th>
<th>English</th>
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<td>Knowledge of other languages such as German or French would be a plus</td>
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| 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 |