



Employer Information	
Name of organization	Universidade Nova de Lisboa
Address	Campus de Campolide, 1099-032 Lisboa
Website	<a href="https://www.unl.pt/">https://www.unl.pt/</a>
Contact details	
Contact person for this placement	Daniel Moura
E-mail address	<a href="mailto:desporto@unl.pt">desporto@unl.pt</a>
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 <a href="mailto:desporto@unl.pt">desporto@unl.pt</a>
Deadline for applications	<ul style="list-style-type: none"><li>• For First Semester applications, the deadline is always the end of July.</li><li>• For Second Semester applications, the deadline is always the end of January.</li><li>• 1 year positions to be also considered</li></ul>
Placement Information	
Department, Function	<b>Sports Office – Social media intern</b>
Location	Campus de Campolide, 1099-032 Lisboa
Start Date	February or September
Working hours per week	35 hours/week
Description of activities, tasks	<ul style="list-style-type: none"><li>- Assist with the overall day-to-day operations of the office;</li><li>- Create, schedule and publish high-quality, consistent and engaging original social media content;</li><li>- Utilize social media properties to engage users and establish interactive social media environment in order to extend the network's reach and influence;</li><li>- Attend sporting competitions and document the teams' progress throughout championships;</li></ul>
Accommodation	<ul style="list-style-type: none"><li>- Nova University Students' Accommodation</li></ul>
Competences, skills and experience requirements	
Languages and level of competence required	<ul style="list-style-type: none"><li>- University student currently enrolled, ideally from communication, journalism or digital marketing courses;</li><li>- English;</li><li>- Knowledge of other languages such as Portuguese, German or French would be a plus</li></ul>
Computer skills and level of skills required	<ul style="list-style-type: none"><li>- Excellent writing and editing skills;</li><li>- Experience with video editing programs would be a plus;</li><li>- Microsoft Office;</li><li>- Interest in photography</li></ul>
Other	<ul style="list-style-type: none"><li>- Sports lover;</li><li>- High proficiency in Facebook, YouTube, Instagram, email programs;</li><li>- Highly organized approach to work, ability to multi-task.</li><li>- Enjoy free sports and bikes on loan</li></ul>