# Employer Information

<table>
<thead>
<tr>
<th>Name of organization</th>
<th>Universidade Nova de Lisboa</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Campus de Campolide, 1099-032 Lisboa</td>
</tr>
<tr>
<td>Website</td>
<td><a href="https://www.unl.pt/">https://www.unl.pt/</a></td>
</tr>
</tbody>
</table>

## Contact details

<table>
<thead>
<tr>
<th>Contact person for this placement</th>
<th>Daniel Moura</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail address</td>
<td><a href="mailto:desporto@unl.pt">desporto@unl.pt</a></td>
</tr>
</tbody>
</table>

## 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**
- For First Semester applications, the deadline is always the end of July.
- For Second Semester applications, the deadline is always the end of January.
- 1 year positions to be also considered

## Placement Information

<table>
<thead>
<tr>
<th>Department, Function</th>
<th>Sports Office – Social media intern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Campus de Campolide, 1099-032 Lisboa</td>
</tr>
<tr>
<td>Start Date</td>
<td>February or September</td>
</tr>
<tr>
<td>Working hours per week</td>
<td>35 hours/week</td>
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## Description of activities, tasks

- Assist with the overall day-to-day operations of the 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;
- Attend sporting competitions and document the teams’ progress throughout championships;

## Accommodation

- Nova University Students’ Accommodation

## Competences, skills and experience requirements

### Languages and level of competence required

- University student currently enrolled, ideally from communication, journalism or digital marketing courses;
- English;
- Knowledge of other languages such as Portuguese, German or French would be a plus

## Computer skills and level of skills required

- Excellent writing and editing skills;
- Experience with video editing programs would be a plus;
- Microsoft Office;
- Interest in photography

### Other

- Sports lover;
- High proficiency in Facebook, YouTube, Instagram, email programs;
- Highly organized approach to work, ability to multi-task;
- Enjoy free sports and bikes on loan