



Employer Information	
Name of organization	Universidade Nova de Lisboa
Address	Campus de Campolide, 1099-032 Lisboa
Website	https://www.unl.pt/
Contact details	
Contact person for this placement	Daniel Moura
E-mail address	desporto@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	<ul style="list-style-type: none">• 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	
Department, Function	Sports Office – Social media intern
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">- 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	<ul style="list-style-type: none">- Nova University Students' Accommodation
Competences, skills and experience requirements	
Languages and level of competence required	<ul style="list-style-type: none">- 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	<ul style="list-style-type: none">- Excellent writing and editing skills;- Experience with video editing programs would be a plus;- Microsoft Office;- Interest in photography
Other	<ul style="list-style-type: none">- 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