UNIVERSITAT DE BARCELONA
SCHOOL OF ECONOMICS

UNIVERSITAT DE BARCELONA
BUSINESS SCHOOL

Call for applications: Communications and Events Intern

We are currently seeking to recruit a part-time Communications and Events intern to join the UB Business School and UB School of Economics staff based in Barcelona. The ideal intern should have a background in Communications, Journalism or related field. Candidates with similar work experience in these areas are equally welcome. He/She should be looking to gain communications and events experience.

The UB School of Economics and UB Business School office coordinates research and offers graduate and executive education in the fields of Economics and Business at the Faculty of Economics and Business of the University of Barcelona.

Communication plays an important role in all activities performed within the unit: international marketing and student recruitment; graduate programmes management; research dissemination; website, newsletter and social media management; and assistance to the academic hiring process.

Supervised by the Head of Unit and the Communications and Events Manager, the intern will be involved in the communication strategies to ensure high-quality internal and external communication. The assistant will also contribute to the organisation of events.

Main responsibilities/tasks

- Manage social media channels, including Twitter, Instagram and LinkedIn
- Drafting communications materials such as articles, interviews and promotional emails
- Updating the website on an as-needed basis
- Support with the production and distribution of weekly newsletters
- Helping identify, plan and implement communication strategies
- Plan and coordinate in-house events
- Assist the staff of the unit with administrative tasks as required

Qualifications and skills

- Background in Communications, Journalism or related field
- Excellent written communication and social media skills
- Excellent knowledge of Microsoft Office tools (Word, Excel, PowerPoint and Outlook)
- Pro-activity, accuracy and efficiency are highly valued
- Ability to work both independently and in a team
- Communicative and open minded person
- Experience in a similar job is considered a plus

Languages requirements

- Fluent in English
- Spanish is an asset

Conditions

- Incorporation in **September 2017**
- Preferred duration:
    - Full academic year (10-12 month)
    - First term (4-6 months)
    - Shorter periods will be also considered (please state the duration in the cover letter)
- 25 h/week, from Monday to Friday (9:00 to 14:00)
- Our office is based in Barcelona
- Eligibility for an Erasmus+ Traineeship

The internship is not paid. The economic support received by the student depends strictly on the amount provided by the Erasmus Placement Programme or his/hers own resources. All living arrangements and expenses must be taken care of by the student.

Submission of applications

Interested candidates should send their CV and cover letter by email to arnaucuesta@ub.edu or via Erasmusintern.org. The deadline for submission of applications is **May 28th, 2017**. Candidates must also provide information regarding their availability to start the internship on September 2017 and for how many months.