



UB ECONOMICS AND BUSINESS UNIT INTERNSHIP

DESCRIPTION

TITLE: Communications and Events Assistant

CATEGORY: Intern

SUMMARY

The UB Economics and Business unit 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 (UB).

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

Supervised by the Head of the unit and the Communications and Events Manager, the assistant will be involved in the communication strategies to ensure high quality internal and external communication. Additionally the Assistant will actively contribute to the organization of events.

MAIN RESPONSABILITIES / TASKS

- Support the communications manager with the day-to-day social media profiles.
- Support the communications manager with the production and distribution of weekly e-newsletters.
- Manage and update the unit stakeholders' database.
- Provide website content.
- Plan and coordinate in-house events.
- Assist the staff of the unit with administrative tasks as required.

QUALIFICATIONS AND SKILLS

- Excellent written communication skills.
- Excellent knowledge of Microsoft Office tools (word, excel, access, power point and outlook).
- Highly committed and willing to enrich his/hers knowledge. Pro-activity, accuracy and efficiency are highly valued.
- Ability to work both independently and in a team.
- Communicative and open minded person.
- Other languages and previous experience in a similar job are considered a plus.

LANGUAGES

- English: Fluent
- Spanish: Beginner/Intermediate

CONDITIONS

The schedule consists of 5 hours daily, from 9:00 to 14:00. Our office is based in the city of Barcelona.

Preferred duration: January/February 2017 – End of June/July 2017 (shorter periods will be also considered).

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.

APPLICATION INFORMATION

Applications must be sent via Erasmusintern.org website OR via email (CV attached) to jordi.roca@ub.edu. Candidates must also provide information regarding their availability to start the internship and how many months they want to participate in it.

UB Economics: www.ub.edu/ubeconomics

UB Business: www.ub.edu/ubbusiness