

Call for applications: Communications Intern

We are currently seeking to recruit a **part-time Communications Intern** to join the [UB Business School](#) and [UB School of Economics](#) in **September** or **early October 2017** for **five months minimum**. The ideal intern should have a background in **Communications, Journalism, Marketing** or related field.

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.

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
- Assist the staff of the unit with administrative tasks as required

Qualifications and skills

- Background in Communications, Journalism, Marketing 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

Languages requirements

- Excellent English
- Spanish is an asset

Conditions

- Incorporation in **September/October 2017**
- **Minimum** duration: **Five months**

- 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.