



Erasmus+ Student Traineeship in the UK

| EMPLOYER INFORMATION | |
|---|---|
| Name of organisation | Quacquarelli Symonds Ltd |
| Address inc post code | 1 Tranley Mews, Fleet Road, London, NW3 2DG, UK |
| Telephone | 0044(0)207 284 7240 |
| Fax | |
| E-mail | magdalena@qs.com |
| Website | http://www2.qs.com/ |
| Number of employees | 212 |
| Short description of the company | QS Quacquarelli Symonds was founded in 1990 and has established itself as the leading global provider of specialist higher education and careers information and solutions. At QS we believe that education and career decisions are too important to leave to chance, we want to ensure candidates have access to the best tools and the best independent expert information before making a decision. |
| CONTACT DETAILS | |
| Contact person for this traineeship | Magdalena Sobieszek |
| Department and designation / job title | HR HR Assistant |
| Direct telephone number | 0044(0)207 284 7240 |
| E-mail address | magdalena@qs.com |
| Application Procedure | |
| Who to apply to (including contact details) | HR Manager internships@qs.com |
| Deadline for applications | ASAP |
| Application process | CV, Cover Letter |
| Other | |

Please provide as much information on the placement as possible – too much information is better than not enough!

| PLACEMENT INFORMATION | |
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| Department / Function | Online Marketing/ Social Media Intern |
| Description of activities | <p>The Social Media Internship Program provides qualified students and recent graduates the opportunity to immerse themselves in an international education company.</p> <p>This role will involve Social Media research, analysis, implementation and content creation.</p> <ul style="list-style-type: none"> • Work closely with QS Top Universities’ online team to implement social media content plans (creating social media content and publishing of relevant items to the social networks) • Liaison with marketing teams, regions and departments regarding appropriate material for tweeting, Facebook posts, LinkedIn pages, Google + and other social media networks + benchmarking websites • Monitor competitor social media activity. • Draft social media reports: monthly reports for the marketing meetings; <p><u>The outcome:</u></p> <ul style="list-style-type: none"> • Gain work experience, • Improve communication skills and language skills, • Develop a professional network |
| Location | London, NW3 2DG |
| Start Date | 1st November |
| Duration | 3 -6 months |
| Working hours per week | 40h |
| Accommodation (please select) | <input type="checkbox"/> Accommodation will be provided <input type="checkbox"/> We can assist with finding accommodation <input checked="" type="checkbox"/> Student to make own arrangements |
| Details of financial and “in kind” support to be | Reimbursement of the expenses incurred by the company |

| | |
|----------|--|
| provided | |
| Other | |

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

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| Languages and level of competence required | <u>Requirements:</u> <ul style="list-style-type: none"> • Have excellent academic qualifications within marketing, communication, journalism • Interested in social media (using facebook, twitter, linkedin, digital marketing and having a passion for writing) • Have exceptional communication skills (English - written and verbal) • Want to learn and be part of a team <p>Be creative, positive, think outside the box and show initiative</p> |
| Computer skills and level of skills required | <p>Intermediate Ms Office , social media (using facebook, twitter, linkedin</p> <p><i>Understanding of Photoshop, InDesign, Analytics, SEO & SEM is a plus</i></p> |
| Drivers license | NO |
| Other | |

INFORMATION PROVIDED BY

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| Name | Magdalena Sobieszek |
| Department / Function | HR/HR Assistant |
| E-mail address | magdalena@qs.com |
| Phone number(s) | 0044(0) 207 284 7240 |
| Date | 26/06/2012 |