



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	
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

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

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