

## Internship offers

Practicum in Education	
Who we are looking for	Students of Spanish studies who would like to get some real life teaching experience.
Job responsibilities	<ul style="list-style-type: none"> <li>• Develop and implement lesson plans and classroom activities</li> <li>• Assess students regularly and refine and differentiate classroom instruction based on assessment data and student needs</li> <li>• Facilitates and designs effective group work</li> <li>• Creates relevant and authentic learning experiences</li> </ul>
Duration	Minimum 4 months, required start ASAP
Requirements	<ul style="list-style-type: none"> <li>• A passion for teaching</li> <li>• Undergraduates or graduates of Spanish studies</li> <li>• Languages:               <ul style="list-style-type: none"> <li>○ Spanish to an idiomatic level with a good command of the language</li> <li>○ English also required</li> </ul> </li> <li>• Experience in teaching</li> <li>• Strong communications skills</li> </ul>

Internship in Marketing	
Who we are looking for	Students of marketing, media, journalism, literature and related subjects
Job responsibilities	<ul style="list-style-type: none"> <li>• Support the Marketing department to deliver marketing campaigns and develop digital content</li> <li>• Produce and rewrite content for our website</li> <li>• Update posts on social media channels for fresh topical content including (Facebook, Instagram)</li> <li>• Identify opportunities for positive media exposure and help us to build appropriate connections to raise our profile</li> </ul>
Duration	Minimum 4 months, required start ASAP
Requirements	<ul style="list-style-type: none"> <li>• Languages:               <ul style="list-style-type: none"> <li>○ Spanish and English to an idiomatic level with a good command of the language</li> </ul> </li> <li>• Excellent communication skills written, oral and presentation</li> <li>• Excellent IT skills including Microsoft Office</li> <li>• Teamwork</li> <li>• Willingness to go the extra mile</li> </ul>

## Internship in Administration

<b>Who we are looking for</b>	Students of business administration, management or similar field of studies.
<b>Job responsibilities</b>	<ul style="list-style-type: none"> <li>• Answering incoming calls; taking messages and re-directing calls as required</li> <li>• Dealing with email enquiries</li> <li>• Data entry (students or payments registration)</li> <li>• Providing administration support to other departments of the school, if necessary</li> </ul>
<b>Duration</b>	Minimum 4 months, required start ASAP
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Languages: <ul style="list-style-type: none"> <li>◦ Spanish and English to an idiomatic level with a good command of the language</li> </ul> </li> <li>• Organization skills</li> <li>• Excellent communication skills written, oral and presentation</li> <li>• Excellent IT skills including Microsoft Office, Ofiele (an advantage but not essential, as full training will be provided)</li> <li>• Customer service experience</li> <li>• Teamwork</li> <li>• Willingness to go the extra mile</li> </ul>

## Internship in Graphic Design

<b>Who we are looking for</b>	Students of graphic design students or similar discipline related to creation of promotional materials
<b>Job responsibilities</b>	<ul style="list-style-type: none"> <li>• Assists in the design and development of layouts for marketing materials, using appealing graphics that are well organized</li> <li>• Responsible to incorporate current design trends into each unique layout to produce an up-to-date style for custom ads</li> <li>• Utilize strong written skills and bring effective visual ideas from concept through to completion</li> </ul>
<b>Duration</b>	Minimum 4 months, required start ASAP
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Languages: <ul style="list-style-type: none"> <li>◦ Spanish and English to an idiomatic level with a good command of the language</li> </ul> </li> <li>• Experience with Adobe InDesign, and proficiency in Adobe Photoshop and Adobe Illustrator</li> <li>• Excellent communication skills written, oral and presentation</li> <li>• Teamwork</li> </ul>