

Internship offers

Internship 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"> • Develop and implement lesson plans and classroom activities • Assess students regularly and refine and differentiate classroom instruction based on assessment data and student needs • Facilitates and designs effective group work • Creates relevant and authentic learning experiences
Duration	Minimum 4 months, required start ASAP
Requirements	<ul style="list-style-type: none"> • A passion for teaching • Undergraduates or graduates of Spanish studies • Languages: <ul style="list-style-type: none"> ○ Spanish to an idiomatic level with a good command of the language ○ English also required • Experience in teaching • Strong communications skills

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

Internship in Administration

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

Internship in Graphic Design

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