# Internship offers

## Practicum in Education

<table>
<thead>
<tr>
<th>Who we are looking for</th>
<th>Students of Spanish studies who would like to get some real life teaching experience.</th>
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</thead>
</table>
| **Job responsibilities** | • 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** | • A passion for teaching  
• Undergraduates or graduates of Spanish studies  
• Languages:  
  o Spanish to an idiomatic level with a good command of the language  
  o English also required  
• Experience in teaching  
• Strong communications skills |

## Internship in Marketing

<table>
<thead>
<tr>
<th>Who we are looking for</th>
<th>Students of marketing, media, journalism, literature and related subjects</th>
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</thead>
</table>
| **Job responsibilities** | • 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** | • Languages:  
  o 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**

- Answering incoming calls; taking messages and redirecting 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**

- Languages:
  - 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

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# 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**

- 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**

- Languages:
  - 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