## 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:  
  - Spanish to an idiomatic level with a good command of the language  
  - 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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</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:  
  - 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 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
- 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

## 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