



INTERNSHIP JOB DESCRIPTION EF LONDON SCHOOL

Office hours 08.30 – 17.30

5 day per week

Dress code smart-casual (no jeans)

EF International Language Centre has a long running record for offering successful internship placements to the right applicants and usually has at least three interns of various backgrounds working in different departments of the school at any time. Interns are expected to take on real responsibilities, challenging workloads and are considered part of the team. In return, they receive a generous living package and a great experience – certainly a very useful addition to any CV. Future career opportunities are often available and preference is given to applicants with proven and successful internship experience within the company.

INTERNSHIP PACKAGE:

- Exact duties to be allocated on arrival and subject to change but to be administrative & student contact based in office/reception areas
- Accommodation provided
- Free access to EF Efecta online English study programme
- Opportunity to undertake specific projects if desired
- Preferred length of internship is six months minimum
- Complimentary external exam fee can be considered and some attendance at English classes

ESSENTIAL SKILLS:

- Excellent English language skills
- Outgoing & confident personality with friendly manner and good sense of humour
- Good communicator who enjoys meeting people
- Flexible, energetic & flourishes in busy & varied work environment
- Organised & creative, attention to presentation & detail
- Customer service focused
- Multicultural experience/awareness

POSSIBLE DUTIES:

Administration / Customer Support Department

- General administrative & clerical duties
- Processing new enrolments & changes to students courses
- Assisting with registration of new students on arrival
- Answering student enquiries
- Answering the telephone
- Filing paperwork
- Distributing daily post
- Preparing and distributing weekly student evaluations to school staff

Social Activities Department

- Help to organise, promote and supervise weekday, evening and weekend social activities

- Assist putting together weekly programme of events & monthly newsletter
- Research new activities
- Entering activities information on my.ef website feature
- Help with display of information around the campus
- Prepare student folders for intakes
- Prepare documents & information for weekend excursions
- Help with design & production of promotional literature for activities
- Supervising weekend excursions if desired

Accommodation Department

- Clerical duties in office such as basic database entry and filing
- Help with student enquiries & take telephone messages
- Prepare recruitment material such as leaflets/posters
- Outside recruitment campaigns such as leafleting in specified areas or door to door, booking local newspaper advertising etc
- Visit new host families to check suitability
- Assist with residence room allocations & administration

Academic Department

- Assist with registration & induction of new students on arrival
- Assist with organisation of departure tests & distribution of departure reports & certificates
- Weekly attendance checks for students missing classes
- Preparation of Teacher Induction Packs
- Distribution of class books to teaching staff
- Administration of student book payments
- Preparation & distribution of weekly teacher documents such as class registers
- Advising and assisting students with basic academic issues such as assigning new online classes, taking requests for class changes and so on.
- Other general daily support to academic managers.

This list of possible duties is not comprehensive and all interns may be asked to help with other school jobs. All staff will be subject to Criminal Record Bureau check.