CETUSA

Trainee/Internship Program Offer

(10201) Language School Administration – San Diego, CA

Start Date: January – February 2017
Training Duration: 6 months
Hours: 32 - 40 hours per week
Compensation: UNPAID
Housing: not provided, assisted to find

Host Company Description:

The host company is an English Language School providing a variety of English study courses to clients from all over the world. By employing highly qualified and dedicated instructors and by utilizing a dynamic and comprehensive curriculum, the school provides the perfect environment for rapid language improvement. The school also offers students extensive support services to ensure that their stay in the United States is culturally as well as educationally enriching.

Program Description:

The program will be focused on school's administration. The intern will have the opportunity to learn about the day-to-day operations of an ESL educational company with a diverse international student body by working with the marketing, teaching and administrative staff. The responsibilities include: assisting with preparing marketing materials, marketing projects, and other tasks. The program participant will be invited to join cultural activities offered by the school to its student body.

Applicant Qualifications:

- To apply for the **Internship** program, applicants must be **business management, marketing, language studies, education** undergraduate/graduate students <u>OR</u> a be recent graduates who begin program within 12 months of the graduation date
- To apply for the **Trainee** program, applicants must hold **business management, marketing, language studies, education** degrees and have least 1 year of professional work experience related to the degree, <u>OR</u> be career professionals of 5 or more years of professional experience in this field
- <u>**Fluent English**</u> is required (reading, writing and speaking skills)

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title

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