

ADMINISTRATIVE WORK

EMPLOYER INFORMATION	
Legal name (in national language):	Sündüs Aybala IŞIK
Name in English:	Sündüs Aybala IŞIK
Address:	Mahmutbey, Dilmenler Cd. No:26, 34217 Bağcılar
City:	Istanbul
Country:	Turkey
Website:	https://global.altinbas.edu.tr/?page_id=958
Number of employees:	3
Phone:	+90 (212) 604 01 00 / 1095
Email:	Erasmus@altinbas.edu.tr
PLACEMENT INFORMATION & CONDITIONS	
Study level:	BA or MA
Internship description:	<p>We are currently looking for an intern to join Erasmus Office under the name of Alumni Relations and Internationalization. The placement should be at least 3 months.</p> <p>If you would like to;</p> <p>Gain job experience in a Higher Education Organisation Develop your language, IT, communications and organisational skills Be part of international and professional team Live in a multicultural and historically city like Istanbul</p> <p>And you have;</p> <p>Good knowledge of English (B2+) Good knowledge of the Erasmus+ Program in general Good communication skills Teamwork skills Basic knowledge of Microsoft Office Interest in the fields of International Relations and Education</p> <p>Job description:</p>

	<p>Helping with the application and admission procedures for exchange and Altınbaş students. Preparing data and updating Excel tabels. Maintaining the office environment through inventory and other administrative tasks. Assisting the events operation of international programs and summer school. Supporting outgoing and incoming students during application periods and exchange preparations. Assisting in marketing study abroad programs by using and developing new approaches to attract more students, both incoming and outgoing. Updating web pages.</p> <p>The position is unpaid. The student can receive the Erasmus grant from their home Univeristy.</p>
Required language:	English B2
Oral and written language skills	Advanced
IT skills	Word Excel PowerPoint
Number of trainees (per period):	1
Duration in months:	6
Working hours / Weekly hours:	40
PLACEMENT INFORMATION & APPLICATION	
Application procedure / Form	https://erasmusintern.org/traineeship/intern-alt%C4%B1nba%C5%9F-university-erasmus-office-1
Required documents:	CV, transcript of records, B2 English Certificate
Type of offer:	Open-Ended
Additional information:	The student needs liability and health insurance. We cannot guarantee the visa. Students must search for accommodation themselves.

EMPLOYER INFORMATION

Legal name (in national language):	EUROSUD
Name in English:	EUROSUD
Address:	Via Giuseppe Mazzini, Triggiano
City:	Triggiano Bari
Country:	Italia
Website:	www.eurosud.info
Number of employees:	2
Phone:	+39 3398659954
Email:	eurosudngo@gmail.com

PLACEMENT INFORMATION & CONDITIONS

Study level:	MA
Internship description:	<p>The Erasmus+ Internship grant programme is available for any student attending a full degree programme in Europe and who is looking to conduct an internship in another European country. International internships are popular with graduates and under-graduates as they give students an experience of life in a foreign country that can be invaluable in later life. The Erasmus + Internship gives a unique opportunity to get experience in another country and acquire new qualifications in your field. You can also learn and develop new skills. It is one of the best ways to improve and learn new languages, to meet new people and to know different cultures.</p> <p>FOLLOW YOUR INTERNSHIP IN EUROSUD!</p> <p>The Erasmus+ programme enables students to spend a placement period between 2 months and 12 months in EUROSUD organization as part of a degree course. Right now EUROSUD is hosting 4 trainees through this program and we are searching all the time for new interns! If you would like to join our team and get unforgettable experience apply for the internship in our organization! Currently we are looking for interns for two positions: Italian/English Translator and Project Manager.</p>
Required language:	ENGLISH

Oral and written language skills	Intermediate
IT skills	Word
Number of trainees (per period):	2 per 6 months
Duration in months:	6 months
Working hours / Weekly hours:	30
PLACEMENT INFORMATION & APPLICATION	
Application procedure / Form	email to eurosudngo@gmail.com
Required documents:	MOTIVATIONAL LETTER + CV
Type of offer:	Open-Ended
Additional information:	http://www.eurosud.info eurosudngo@gmail.com +39 339 86599 54 INSTAGRAM: bit.do/ftEzm https://www.linkedin.com/company/eurosud-ngo/

EMPLOYER INFORMATION

Legal name (in national language):	Chetcuti Cauchi Advocates
Name in English:	Chetcuti Cauchi Advocates
Address:	120, St Ursula Str
City:	Valletta
Country:	Malta
Website:	ccmalta.com
Number of employees:	80
Phone:	+356 2205 6200
Email:	hr@ccmalta.com

PLACEMENT INFORMATION & CONDITIONS

Study level:	BA or MA
Internship description:	Project-based internship in any relevant department
Required language:	English & any other is considered an asset
Oral and written language skills	Intermediate
IT skills	Word Excel PowerPoint Outlook
Other required skills:	organisational skills, time management skills
Number of trainees (per period):	as required by the firm
Duration in months:	3+
Working hours / Weekly hours:	20 hours minimum

PLACEMENT INFORMATION & APPLICATION

Application procedure / Form	https://ccmalta.bamboohr.com/careers/123
Required documents:	CV
Type of offer:	Open-Ended
Additional information:	/

EMPLOYER INFORMATION

Legal name (in national language):	Europass SRL
Name in English:	Europass Italian Language School
Address:	via S. Egidio 12
City:	Florence
Country:	Italy
Website:	https://www.europassitalian.com/
Number of employees:	38
Phone:	+39 055 247 9995
Email:	europass@europass.it

PLACEMENT INFORMATION & CONDITIONS

Study level:	BA or MA
Internship description:	<p>Who we are: Europass SRL is both an Italian language school based in Florence, Italy, and the headquarters of Europass Teacher Academy, which, with more than 250 collaborators, 300 courses available in 30 locations, and more than 15.000 participants per year, is the largest provider of teacher training courses in Europe.</p> <p>FRONT OFFICE ASSISTANT The intern will assist the team in many different tasks related to the front office, such as preparing welcome packages for new Italian language students, entering data in the management system, and sending standard emails. Duration: the internship should last at least 3 months, during which the intern will be required to relocate to Florence to work in our office 5 hours a day.</p> <p>What we are looking for: • Eligible candidates must be enrolled in a university degree program or recent graduates with an Erasmus+ traineeship agreement (or any internship Agreement/scholarship). • Ideal candidates have a C1 English level and a C1 level in one of the following languages: Italian, Spanish, German or French.</p> <p>What we offer:</p>

	<ul style="list-style-type: none"> • 2 free Italian language lessons per day with our highly qualified Italian language teachers • a truly international environment. We have been welcoming learners from abroad for years, and we'll be glad to support your professional development as well! <p>It is a rolling recruitment as we often have openings so we invite you to apply expressing your preferred period for the internship.</p>
Required language:	English
Oral and written language skills	Advanced
IT skills	Word Excel
Number of trainees (per period):	2
Duration in months:	3-6
Working hours / Weekly hours:	25 hours per week, from Monday to Friday
PLACEMENT INFORMATION & APPLICATION	
Application procedure / Form	Interested applicants should send their CV (in English) to europass@europass.it Short-listed candidates will then be contacted for online interviews.
Required documents:	CV in English
Type of offer:	Open-Ended
Additional information:	/

EMPLOYER INFORMATION

Legal name (in national language):	Atlas Language Institute Limited
Name in English:	Atlas Language School
Address:	Triq Alamein Pembroke PBK, 1770, Malta
City:	Pembroke
Country:	Malta
Website:	https://atlaslanguageschool.com/atlas-malta/
Number of employees:	100-150
Phone:	+356 2138 2045
Email:	hr.int@atlaslanguageschool.com

PLACEMENT INFORMATION & CONDITIONS

Study level:	BA or MA
Internship description:	<p>Title: Accommodation & Hospitality Internship, MALTA Internship duration: 6th January 2025 to 6th July 2025 (6 months).</p> <p>This is a full-time internship of 40 hours per week, scheduled Monday through Sunday (the intern will work 40 hours over 5 days and will get 2 days off during the week). The intern is expected to work on weekends. The schedule changes every week, and the manager informs the interns of their upcoming schedule every Thursday. The school opens Monday to Friday during the day, and social programme activities usually take place during the afternoons, evenings and during the weekends. Check-ins and check-outs at the residence occur on weekends.</p> <p>Purpose of Position: The Atlas intern will provide support in the Accommodation department of the school, looking after our student residences and students, ensuring a high level of service.</p> <p>Accountabilities: This position reports to the Accommodation Manager.</p> <p>Key Duties and Responsibilities: The following points outline the main areas which the intern will work, but tasks need not be limited to the list below: Perform purchases for student apartments as directed from time to time. Perform check-in and check-out processes at the student apartments as per the various schedules.</p>

	<p>Monitoring and ensuring the hired cleaners are cleaning the apartments up to the required standards. Collect laundry from the student apartments and return to the school. Receive linen from the laundry and check receipts and inventory. Prepare linen bags for check-ins over the weekends. Complete cleaning and linen changes in the apartments. Taking stock of the linen. Basic maintenance work at the residences (for example, cleaning the filters of the a/c or spraying against mold, insects, etc). Oversee student behaviour in the apartments and report any unacceptable activities/behaviour. Offer support to students as and when required in the accommodations (sometimes after hours). Contribute to the social programme planning and lead the social programme activities, if needed. Help out with social evenings and student events, if needed. Help the operations team in training new interns. Assist in any other tasks as requested by Atlas staff.</p> <p>Compensation and benefits: Compensation: €400 per month In addition, we offer free accommodation in one of our student apartment shared twin rooms within walking distance to the school. We offer 10 days of holidays for a 6 month internship. We also offer a €300 travel stipend for flights. Atlas t-shirts are worn as uniforms.</p>
Required language:	English B2/C1
Oral and written language skills	Advanced
IT skills	Word Excel Google docs, etc.
Number of trainees (per period):	2
Duration in months:	6 months
Working hours / Weekly hours:	40 h per week
PLACEMENT INFORMATION & APPLICATION	
Application procedure / Form	Send e-mail to hr.int@atlaslanguageschool.com
Required documents:	CV
Type of offer:	One-Time Offer (deadline 10/31/2024)

EMPLOYER INFORMATION

Legal name (in national language):	Atlas Language Institute Limited
Name in English:	Atlas Language School
Address:	House 34A, Richmond St S, Portobello, Dublin 2, D02 YH79
City:	Dublin
Country:	Ireland
Website:	https://atlaslanguageschool.com/
Number of employees:	100-150
Phone:	(+353 1) 4782845
Email:	hr.int@atlaslanguageschool.com

PLACEMENT INFORMATION & CONDITIONS

Study level:	BA or MA
Internship description:	<p>Title: Admissions Internship, Dublin Internship duration: 6th January 2025 to 4th July 2025 (6 months). Full time internship (35 working hours per week), usually Mondays to Fridays from 9 am to 5 pm, with a 1 hour lunch break included.</p> <p>Purpose of Position: Supporting the Admissions Department in providing effective and efficient day-to-day services to international students and partner agencies and assisting in ensuring the general smooth functioning of operations.</p> <p>Accountabilities: This position reports to the Admissions Manager. This internship is based in our Admissions office at 96 Rathmines Rd Upper, Rathmines, Dublin, D06 Y684, Ireland.</p> <p>Key Duties and Responsibilities: Entering and processing agent bookings creating and sending booking-related documents. The following points outline the main areas in which the intern will work, but tasks need not be limited to the list below: The intern will mainly support the Admissions Department in the following areas: Answering agent enquiries, mainly in the following areas: Course availability; Accommodation availability; Offers and promotions; Cancellation or postponement procedures. Entering agent bookings in our school management system Fidelo.</p>

Creating and sending enrolment confirmations and invoices.
Sending welcome information to agents/students prior to a student's start date.
Following up on students' missing information such as passport number and flight details.
Following up on payments, and required forms such as parental consent forms or medical and special educational needs forms.
Creating student lists and compiling relevant information for immigration authorities.
Reviewing medical insurance documentation and ordering amended insurance letters.
Preparing GNIB documents for Academic Year students.
Preparing student, exit, attendance and offer letters as required.
Covering phone calls.
Sending emails to students with low or no attendance.
Sending assessment test results to students who came in for a level test.

2. The intern will work with the Academic Department to:
Support as supervisor on Exam days.
Answer exam enquiries about exam dates, deadlines, mock exams, scores and prices.
Support on exam test days as Marshal during exams, if required.
Ask for exam results when students require exit letters.
Receive lists of low- or non-attending students and contact these students.
Receive assessment test results of students who came in for a level test.

3. The intern will work with the Accommodation Department to:
Enquire about and convey special student requests.
Enquire about availability.
Add students who book accommodation to the respective lists.
Inform the accommodation department of accommodation bookings, extensions and cancellations.
Inform the accommodation department about complaints.
Inform students whom to see for any accommodation-related queries.
Support with the preparation of group welcome packs. if required.

4. The intern will work with the Accounts Department to:
Enquire about payment status.
Follow up on and request payments.
Assisting with refund requests if necessary.

	<p>5. The intern will help out in other departments (like FOH, Social Programme, etc) if required.</p> <p>Compensation and benefits: Compensation: €800 per month Accommodation: 2 free weeks in a host family (self-catering); after the first two weeks, self-catering homestay accommodation costs €150 per week. In case we are not able to secure a self-catering host family for the first two weeks of your internship, you will be placed in a half-board host family (includes breakfast and dinner but not lunch) until we can find a self-catering host family for you. In addition, you're more than welcome to take part in our part-time evening language classes for free throughout your stay (General English, Cambridge Exam Preparation, and Foreign Languages available). You can also sit for a Cambridge B2 First or C1 Advanced exam at Atlas for free, if there are dates available and as long as it doesn't i</p>
Required language:	English C1
Oral and written language skills	Advanced
IT skills	Word Excel
Number of trainees (per period):	1
Duration in months:	6 months
Working hours / Weekly hours:	35 h per week
PLACEMENT INFORMATION & APPLICATION	
Application procedure / Form	Send e-mail to hr.int@atlaslanguageschool.com
Required documents:	CV
Type of offer:	One-Time Offer (deadline 10/31/2024)