



ANDA SPRACHSCHULE

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COMPANY DESCRIPTION

Anda Sprachschule is a vivid language school located in Berlin (Germany), with two different offices located in two of the nicest districts in the city: Friedrichshain and Prenzlauer Berg. The school offers courses of the following languages: German, English, Spanish, Italian, French and Portuguese. Anda Sprachschule is also an examination centre for TELC.

INTERNSHIP DESCRIPTION

The school is looking for students who are willing to work as an intern in the field of office administration and organization, as well as coordination of courses and student support. Different tasks related to class scheduling, student registration, invoice controlling, email and customer service are involved. The interns will also be in charge of organizing and leading the cultural activities that Anda Sprachschule offers every month to their students, as well as managing social media channels for the school and assisting in marketing tasks and research.

GENERAL INFORMATION ABOUT THE INTERNSHIP:

- From February/March 2019 onwards.
- 30 hours/week.
- Minimum 2 months – maximum 6 months; 2 students per period.
- Compensation:
 - o Monthly pass for transport worth 80€.
 - o An intensive German course of 2 weeks (20 hours/week) worth 230€.
 - o Interns can take another language course free of charge during their stay (Italian, Portuguese or Spanish for example)
- Interview will be conducted via Skype in case the candidate does not live in Berlin yet.
- Other information: We can help interns to find an accommodation in Berlin. Approximately a room can cost between 100 and 130€ per week.

REQUIREMENTS :

- Ideally, the candidate will be a student in the field of Languages.
- German skills: B1 or higher level.
- English and/or Spanish skills would be a plus.
- Ability to learn quickly, work independently and as a member of a team.



