



## Administration/Marketing in language academy

**Business Studies and/or Management Science, Education and/or Teacher Training, Languages and Philological Sciences**

Academia AIFP (/profile-recruiter/200115)

📍 Spain, Málaga

**Period:** 17 Mar, 2019 to 30 Sep, 2019

**Post date:** 15 Feb, 2019

**Deadline:** 5 May, 2019

(<http://www.erasmusintern.org/v=300v=300v=300v=300v=300>)

### Internship details

### General information

**Duration:** 3 months

**Commitment:** Full-time

**Description:**

#### Your internship in south Spain

**- Academia AIFP in Málaga is looking for interns to start immediately -**

We are a Spanish and German Academy and with 20 years of experience one of the established language schools in Málaga. Our school is officially recognized as a Quality School by the Cervantes Institute and we are licensed to issue TELC (The European Language Certificate) certificates valid throughout Europe.

Our school consists of a modern building in the centre of Málaga, with excellent public transport connections, surrounded by numerous restaurants and bars and not far from the historic old town.

- **Why Málaga? – Work where others go on holiday!**

On the beautiful *Costa del Sol*, the coast of the sun, lies the port city of Málaga. With an average of 3000 hours of sunshine per year it fully deserves this name. Those who have already been to Spain will soon notice that Andalusia is different from northern Spain or Catalonia, Castile or Madrid. Málaga it is more relaxed and at the same time more lively than many other big cities: The small streets and squares that invite you to stroll and linger, the narrow historic houses or the white villages shining in the sun - Málaga has a charm that is second to none. And miles of sandy beaches offer variety and coolness during the summer months...

- **What you bring along:**

- You are enrolled in a European university participating in the "Erasmus+" programme.
- You have time to spend five months abroad (at least three months).
- You have good knowledge of Spanish and English (min. B1). Knowledge of German is an advantage, not a must.
- You are committed and enjoy working both independently and as part of a team.

- **What we offer you:**

- An internship of at least three months in an international environment
- For stays of five months or more, you will get a room in our centrally located student apartment as remuneration
- For stays of six months or more, we additionally offer you a 2-week Spanish language course!
- Your working hours: Mon-Fri 9:30-17:45h or 12:00-20:15h, incl. a 45 min break. Every 2nd Saturday 10:00-13:00h

## Your tasks:

- Support in daily administrative activities
- Small marketing projects, for example in the context of new courses
- Internet research
- Work with Excel to create price lists, inscription forms etc.
- Supporting travellers groups: Help with the creation, printing and binding of teaching and information material; planning of museum visits and excursions; accompaniment on excursions; guided tours in Málaga etc.

**à Does this sound interesting to you?** Then apply now with a cover letter and your current curriculum vitae by e-mail to: [academia@aifp.org](mailto:academia@aifp.org) (mailto:academia@aifp.org) (Contact person: Burcu Polat).


For more information please visit [www.aifp.org](http://www.aifp.org) (<http://www.aifp.org/>) or call +34 952 22 76 99

**Compensation:** Financial compensation

Accommodation

**Years of Experience required:** No

**Attachment:**

 EN\_Aushang Praktikum März 2019 AIFP.pdf

([https://erasmusintern.org/sites/default/files/traineeship/attachments/EN\\_Aushang%20Praktikum%20M%C3%A4rz%202019%20AIFP.pdf](https://erasmusintern.org/sites/default/files/traineeship/attachments/EN_Aushang%20Praktikum%20M%C3%A4rz%202019%20AIFP.pdf))

## Requirements

**Languages:**

English: Independent User B1

Spanish: Independent User B1

**Skills:**

German is a plus

**About**

ErasmusIntern.org is a web platform where companies and organisations can offer their internship vacancies to individuals seeking international opportunities. ErasmusIntern is a project of the Erasmus Student Network. (<http://esn.org/>)

Terms and Privacy Policy (</content/terms-and-conditions-use-erasmusinternorg>)

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