

Atlas Language School is a multiple award-winning language school with operations in Ireland, the UK, and Malta. Our mission is to make each day of our students' language travel programme an unforgettable life and learning experience, and we are dedicated to providing the highest level of service in every aspect of what we do. Join our team that looks after students from all over the world who come to Ireland to learn English!

Title: Administration & Social Programme Internship

Internship duration: From 2nd December 2024 for 6 months.

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). Social programme activities are part of the working hours. 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.

Purpose of Position: The Atlas intern will provide support in the Operations and Academic departments of the school, carrying out administrative duties and acting as a social programme leader.

Accountabilities: This position reports to the Administration and Student Services Officer.

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:

- Assist in the first day registration and enrolment procedure for all new students. Take new students to their classrooms on their first day.
- Updating the school's software system (Fidelo) by entering necessary information provided by the students.
- Supporting students with paperwork and queries, especially on their first day.
- Running the welcome quiz every Monday.
- Attend Friday certificate presentations and ensure that photos are taken for social media platforms.
- Supporting reception at busy times, if needed. Attending phone calls, walk-in enquiries, student enquiries, student printing requests, registering students for activities.
- Receiving, checking and storing deliveries arriving in the school.
- Giving accurate information to all internal or external enquiries.
- Preparing welcome packs for all new students.
- Prepare posts related to the school for social media posting on Facebook and Instagram
- Checking the general Atlas email, forwarding information to relevant staff and answering emails.
- Sending emails out to the new starters / students.
- Perform purchases for the school at various suppliers in relation to the accommodation and the school, as directed from time to time.
- Basic maintenance work at the school if required.
- Offer support to students as and when required at the school.

- Serving coffees and selling snacks in the Atlas café. Maintaining the Atlas café and coffee machine.
- Monitoring Atlas cafe stock. Oversee and record sales in the café of various food and drink items – update the sales tablet.
- Perform daily cashing up in the café at the end of the day's sales.
- Perform all of the preparations needed for the café to function properly; baking pastries, refilling and cleaning the coffee machine, etc.
- Contribute to the social programme planning and coordinate the activities.
- Prepare the posters and weekly social programme activity schedules.
- Promote the social programme activities to the students.
- Oversee / lead the social programme activities. In addition to this, keep records of student attendance.
- Lead social programme activities for closed groups when required.
- Help out with social evenings and student events in the school.
- Help the operations team in training new interns.
- Prepare the weekly registers for the Academic department when required.
- Assist the academic department with the attendance register.
- Conduct week 1 tutorials with students if required by the Academic department.
- Weekly student certificate preparation when required.
- Assist in any other tasks as requested by Atlas staff.

Compensation and benefits:

Salary: €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 paid holidays for a 6 month internship. We also offer a €300 travel stipend for flights. Atlas t-shirts are worn as uniforms.

Application:

Please contact hr.int@atlaslanguageschool.com with a copy of your CV and the name of this internship in order to apply.