

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 student's 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 who looks after students from all over the world that come to Ireland to learn English!

Title: Groups Accommodation Internship, Dublin

Internship duration: 29th April to 30th August 2024 (4 months). Full-time internship (35.25 working hours per week), usually Mondays from 8.15 am to 4.30 pm and Tuesdays to Fridays from 8.30 am to 4.30 pm, with a 1 hour lunch break included.

Purpose of Position: The Atlas intern will provide support in the Groups and Accommodation Department of the school, and at times might be required to help the social programme department too.

Accountabilities: This position reports to the Groups Coordinator and Accommodation Manager.

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:

- entering and booking groups into the school system
- emailing families
- assembling Welcome Packs for groups before arrival
- sending student info to host families
- creating and updating student/family lists
- printing lists and generally helping out depending on the needs of the department
- if necessary helping with airport pickups
- updating Fidelo and spreadsheets
- helping with seasonal activities at school
- assisting the Groups Officer with any required tasks
- taking groups on Social Programme activities if required
- organising and picking up leap cards
- Collecting placement test results
- booking classes and placing students depending on placement test results
- printing registers and collecting attendance, filling out absence reports
- Creating and printing certificates and bringing them to class

Compensation and benefits:

Salary: €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 Exam (FCE/CAE) at Atlas for free, if there are dates available and as long as it doesn't interfere with your working hours.

You will receive a 50% discount on our paid social programme activities.

You will receive 10 paid days of holiday pay for a 6 month internship.

Application:

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