

1. DETAILS OF THE COLLABORATING INSTITUTION

Department:	Administration	Company field:	Education
Position available:	Assistant	Location:	Valencia
Size of the company: Less than 15 workers <input checked="" type="checkbox"/> / Between 15 and 35 / Between 35 and 100 / More than 100 workers			
Company profile: The company is an established language school located in the heart of Valencia. It is recognised by the “Instituto Cervantes”, and offers a wide range of language courses. The teaching staff are all native Spaniards. The school also organises various extracurricular social and cultural activities, and facilitates language exchanges.			

2. DETAILS OF THE INTERNSHIP PROGRAM

Dates available:	All dates	Minimum length:	6 weeks
Nº of hours at week:	To be arranged	Schedule:	To be arranged
Language required 1:	Spanish	Language required 2:	English
Amount provided:	No	Number of posts:	1

Studies required: No specific training, but an upper-intermediate level of Spanish is required.

Job description: The student will carry out a range of administrative tasks, including:

- Translations
- Mailings
- PR with students at the center
- Planning and development of socio-cultural activities