**International relations and customer service assistant Language school**

**Compensation: No financial compensation**

**Requirements: Spanish level B1+/B2 or C1, English B2- C1**

**Email:** [**info@idiomascarlosv.es**](mailto:info@idiomascarlosv.es)

**Link:** [http://www.idiomascarlosv.es](http://www.idiomascarlosv.es/)

**Duration:** 2- 6 months

**Place: Escuela de Idiomas Carlos V, Seville or Malaga**

**Detailed programme of the traineeship:**

Students  responsibilities:

* Establishing contacts with the foreign market (students, schools, universities) and companies interested in studying Spanish or doing an internship in Spain. Phone calls, emails, social networks, etc;
* Translations, administrative work, student attention, different tasks related with a school of languages;
* Translation of documentation and advertising material;
* Sending and tracking of information to collaborating entities;
* Attention and help to students at school;
* Management of student documentation.

**Monitoring plan:**

The trainee will be monitored during the traineeship by both the sending institution and the receiving organization/enterprise. If the student or the hosting company does not respect what is stated in this Agreement, both the trainee and the receiving organization can contact the sending institution any time during the traineeship, to point out and solve any upcoming problems.

**Evaluation plan:**

These traineeship assessment criteria will apply:

1. Performance: Business Awareness Working method, Planning skills, Prioritizing skills.
2. Attitude towards work: Professionalism/ Responsibility, Involvement/ Enthusiasm/ Integrity, Speed of working.
3. Social / Communication skills: Integration with staff, relationships with stakeholders, adaptation to organization rules.
4. Underlying competencies: Flexibility, creativity, ability to handle work pressure.