



MD86I INTERNSHIP 2019

Starts at: 2019-08-30 - 2019-09-01

Ends at: 2020-02-01 - 2020-09-01

Total number of Full time employees: 100;

INTERNSHIP DESCRIPTION

Position: INTERNATIONAL STUDENT ADMISSIONS COORDINATOR

Number of students needed: 1

Job rotation: No

Responsibilities and daily duties: RESPOND TO NEW STUDENT INQUIRIES VIA PHONE, EMAIL AND IN PERSON; PROCESS NEW APPLICATIONS, ENTER PAYMENTS, GIVE PLACEMENT TESTS, PLAN STUDENT ACTIVITIES, ASSIST MANAGEMENT WITH ANY OTHER TASKS

Other information: INTERNS NEEDED EVERY 3 MONTHS FOR 3 MONTHS; NEXT START IS JUNE 1, 2019.

Estimated h/week: 32-35

Compensation type: Stipend per month, 0. 00

REQUIREMENTS

English rate: 9

Objectives: INTERNATIONAL STUDENT ADMISSIONS AND VISA REGULATIONS, USE OF QUICKBOOKS INTUIT SOFTWARE, USE OF OUTLOOK, TESTING

Requirements (skills, experience, qualifications, etc.): ADVANCED ENGLISH, OFFICE EXPERIENCE, TYPING AND COMPUTER SKILLS, CUSTOMER SERVICE SKILLS

OTHER INFORMATION

Benefits: UNPAID INTERNSHIP BUT \$150 TRANSIT REIMBURSEMENT PER MONTH. FREE GROUP CLASSES AT ILI INCLUDING TESOL / TEFL CERTIFICATE

Accommodation: Is not provided

Recommendations/contacts: ASSISTANCE CAN BE PROVIDED-ACCESS TO OUR HOMESTAY FAMILIES AND PARTNERS