INTERNSHIP JOB DESCRIPTION
EF OXFORD
Office hours 08.30 – 17.30 / 09.30 – 18.30
5 day per week including weekends
Dress code smart-casual (no jeans)

EF International Language Centre has a long running record for offering successful internship placements to the right applicants and usually has at least three interns of various backgrounds working in different departments of the school at any time. Interns are expected to take on real responsibilities, challenging workloads and are considered part of the team. As this is an unsalaried position, in return they receive a generous living package and a great experience – certainly a very useful addition to any CV. Future career opportunities are often available and preference is given to applicants with proven and successful internship experience within the company.

INTERNSHIP PACKAGE:
• Exact duties to be allocated on arrival and subject to change but to be administrative & student contact based in office/reception areas
• Accommodation provided in campus student residence in shared room (sharing with staff)
• Bathroom & toilet facilities shared with students
• No cooking facilities but full meal package provided in campus cafeteria free of charge (lunch Monday – Friday only)
• Local travel costs will be paid if required to live off campus
• Free access to WiFi
• Free access to EF Efekta online English study programme
• Opportunity to undertake specific projects if desired
• Preferred length of internship is six months minimum
• Complimentary external exam fee can be considered
• Complimentary return transfer from any London airport

ESSENTIAL SKILLS:
• Excellent English language skills
• Outgoing & confident personality with friendly manner and good sense of humour
• Good communicator who enjoys meeting people
• Flexible, energetic & flourishes in busy & varied work environment
• Organised & creative, attention to presentation & detail
• Customer service focused
• Multicultural experience/awareness

POSSIBLE DUTIES:

Administration / Customer Support Department
• General administrative & clerical duties
• Processing new enrolments & changes to students courses
• Assisting with registration of new students on arrival
• Answering student enquiries
• Answering the telephone
• Filing paperwork
• Distributing daily post
• Preparing and distributing weekly student evaluations to school staff

Social Activities Department
• Help to organise, promote and supervise weekday, evening and weekend social activities
• Assist putting together weekly programme of events & monthly newsletter
• Research new activities
• Entering activities information on my.ef website feature
• Help with display of information around the campus
• Prepare student folders for intakes
• Prepare documents & information for weekend excursions
• Help with design & production of promotional literature for activities
• Supervising weekend excursions if desired

Accommodation Department
• Clerical duties in office such as basic database entry and filing
• Help with student enquiries & take telephone messages
• Prepare recruitment material such as leaflets/posters
• Outside recruitment campaigns such as leafleting in specified areas or door to door, booking local newspaper advertising etc
• Visit new host families to check suitability
• Assist with residence room allocations & administration
• Assist with welfare follow up on under 18s missing nightly curfews

Academic Department
• Assist with registration & induction of new students on arrival
• Assist with organisation of departure tests & distribution of departure reports & certificates
• Weekly attendance and welfare checks for students missing classes
• Preparation of Teacher Induction Packs
• Distribution of class books to teaching staff
• Administration of student book payments
• Preparation & distribution of weekly teacher documents such as class registers
• Advising and assisting students with basic academic issues such as assigning new online classes, taking requests for class changes and so on.
• Other general daily support to academic managers.

RESIDENCE RESPONSIBILITIES:
(All staff receiving residence accommodation are required to undertake some additional residence responsibilities as well as their work in school)

• Weekend reception hours – as advised by line manager
• Assist with checking in & out arrivals and departures to the EF residence
• Administration tasks relating to residence work such as preparing arrival information, keys etc
• Carrying out room checks
• Carrying out nightly curfew checks for under 18s on rotation
• Assisting residence students with general enquiries over the weekend
• Checking and reporting welfare issues relating to students in residence
• Assist with devising, organisation and supervision of campus evening activities on rotation such as movie & quiz nights, table tennis contests, book clubs, karaoke nights etc.

This list of possible duties is not comprehensive and all interns may be asked to help with other school jobs.

EF is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to a criminal records check and character referencing.