# Internship and Service Learning Team Assistant

**Job title:** Internship and Service Learning Team Assistant

**Status:** Full-time (temporary)

**Schedule:** 40 h per week plus additional commitment to weekend travel

**Start date:** January 2\(^{nd}\), 2018 (end date: June 30\(^{th}\), 2018)

**Location:** Barcelona

## Summary of position

The post-holder will closely work with the Internship Coordinator and Internship specialist managing all service learning and volunteering during the Spring semester. The post-holder will work with and support the internship team with Spring semester students taking internships and accompany them to their placements. The post-holder will interview and work with students prior to their placements for summer semester and work in close conjunction with the Internship Coordinator during the pre-departure Summer enrollment process, starting in January.

**EXPERIENCE/QUALIFICATIONS REQUIRED**

- Experience working at a University
- Competent written and spoken knowledge of English, Spanish and Catalan.
- Experience living abroad, preferably in the US
- Customer service experience is valued

## Experience & Qualifications/Skills

**EDUCATION REQUIRED –**

College Graduate in any discipline

## Education Licenses and/or Certifications etc.

## Working conditions/Environment

The Internship team is very dynamic. The role of the team is to be the liaison between the students and their placements. The team also develops students’ CVs, presentation letters, and interview skills, whilst liaising with a number of companies to place the students. During the course of the internship, the team collaborates in the implementation of the seminar, to foster personal and professional growth. The internship team also handles volunteering and service learning for students.

## Disclaimer

This job description reflects management’s assignment of essential functions; and nothing in this herein restricts management’s right to assign or reassign duties and responsibilities to this job at any time. The duties above are not to be considered a complete list of duties and responsibilities assigned to this position.