

**Job Description & Specification – Bloomsbury International**

<b>Job title:</b>	Work Experience/Intern (unpaid)
<b>Start date:</b>	Immediate
<b>Period of employment:</b>	A minimum of 6 months
<b>Reports to:</b>	Centre Manager
<b>Job Purpose</b>	The main role is to provide administrative support to the Student Services Department.

**Specification – Criteria****Essential      Desirable**

English competency B2+ (CEFR)	Yes	
A bright and friendly nature	Yes	
Ability to multitask	Yes	
Willingness to learn new skills	Yes	
Computer literate	Yes	

**Job Description – Key areas of responsibility**

Carrying out general administrative duties, e.g. preparing certificates and letters for students
Inputting student data into the database
Ensuring high standards of filing and record maintenance
Reporting on classroom equipment/facilities
Assisting with the monitoring of student attendance
Supporting the registrars and Centre Manager
Assisting with the creation of the social programme
Carrying out market research
Collecting student feedback and content for social media

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the on-going needs of the organization.