Position Opening: Part-Time Student Intern at ACCENT Madrid Study Center

ACCENT International Consortium for Academic Programs Abroad is an independent study abroad program provider with more than 30 years experience working with over 60 American colleges and universities to provide high quality study abroad programs. ACCENT works with schools to develop unique overseas study experiences in Paris, Florence, London, Madrid, Rome, and Istanbul.

General Description: ACCENT Madrid Study Center Intern is responsible for providing support to students during their time in Madrid, interacting with the students and sharing knowledge about the Spanish culture, and assisting a small team with coordinating aspects of study abroad programs with various U.S. partner institutions.

Requirements:
- Student currently enrolled at a local university in the region of Madrid
- Spanish/EU Citizenship or Spanish work permit in order
- Spanish Native Speaker or Near-Native level
- B1 Oral & Written Level in English
- Availability to work flexible hours (mornings/evenings)

Qualifications, skills and experience:
- Strong communication skills
- Energetic, motivated individual with a passion for service
- Ability to work as part of a small team
- Knowledge of Madrid city resources
- Strong interpersonal and intercultural skills to work with a diverse student and faculty population
- Proactive, organized, efficient and detail-oriented individual
- Capacity for multi-tasking and problem-solving
- Study and/or work abroad experience preferred
• Computer skills, Macintosh preferred

Responsibilities:
• Assist with front office duties and student and faculty support services
• Assist with the planning and coordination of cultural activities and excursions
• Participate in cultural activities and excursions
• Support Social Media initiatives
• Assist with preparation of program orientations and end-of-program procedures
• Management of electronic student data
• Contribution to ACCENT Madrid initiatives and projects

Start Date: April 1, 2016

Salary: €350,00-€500,00 gross salary per month

If interested send your CV to: bolsatrabajo-madrid@slu.edu