

The company

Address	International Partnerships Office, Regent's University London, Inner Circle, Regent's Park, London, NW1 4NS
Type of business	University Administration
Professional work trainee will get experience in	Administrative skills, customer service skills, communication skills, organisational skills, English language skills, team work, IT skills

Trainee's profile

Languages required	Good level of English - Level B2 (CEFR)
Education	Candidates should be currently studying at university level
Computer skills	Must be computer literate, preferably having used MS Office before
Required skills	Highly organised, excellent attention to detail, ability to multi-task, good communication skills

Job description

We are currently seeking an unpaid intern to join the International Partnerships Office (IPO) team. Based in a busy office environment you will be responsible for assisting the team, working closely with staff and students and coordinating international activities within the university community.

The role's primary focus is to be a first point of contact for students and to provide administrative support to the IPO team. The duties of the role include a range of general administrative duties from attending phone calls, dealing with student enquiries and correspondence, data entry onto our student records system and spread sheets, giving campus tours, updating IPO publications, assisting in designing marketing materials and helping organise induction week. You will also assist the Head of the IPO, IPO Manager and IPO Team in administrative tasks and project work on an ad-hoc basis.

Job content

The ideal candidate must have a good command of written and spoken English - B2 Level of Common European Framework of Reference for Languages (CEF or CEFR) is required. Previous experience working in an administrative/customer service role is desirable. The candidate must be computer literate with the ability to remain highly organised and accurate while completing multiple tasks with minimal supervision and constant interruptions.

Notes

This is a full-time position and the placement will last a minimum of three months. This is an unpaid internship and we can only accept applicants with the right to work in the UK.

This role provides an excellent environment with international exposure. The intern will be monitored by two members of the IPO team and will be given continuous feedback on their performance and progression. Excellent opportunity to enhance administrative, customer service and English language skills.