

## GERMAN SCHOOL ASSISTANT IN SPAIN

Minimum 20 weeks

### WHO WE ARE

[www.institutoberlin.com](http://www.institutoberlin.com)

[www.proyecto-es.com](http://www.proyecto-es.com)

**Instituto Berlin** is a school of German that has been offering courses for individuals and companies for almost 30 years. We provide a variety of courses of all levels for adults according to the Common European Framework of Reference for Languages.

We are part of **PROYECTO ESPAÑOL**, a language school specialized in Spanish for foreigners, with schools in **Alicante**, **Barcelona**, **Granada** and **Madrid**. Our schools in Alicante and Granada are **accredited by the "Instituto Cervantes"**. In 2010 we signed an agreement with the **University Miguel Hernandez** ([www.umh.es](http://www.umh.es)) in Spain.

### TASKS

As an assistant of our German School, you will have to get involved in many different tasks, always remaining positive and keeping a smile on your face when dealing with students.

### MAIN TASKS

- Support of the German Department (students and teachers).
  - Supplementary lessons to Spanish students learning German.
  - Organization of the conversation exchange with International students.
  - Produce supplementary teaching materials and participate in classes as required.
- Provide support to our marketing department.
  - Support to social media efforts in German (Create material for our German blog and other social networks).
  - Assist in the distribution or delivery of marketing materials.
  - Schedule and coordinate speaking engagements, appearances, photo shoots, and other special events.
  - Assist with mailings, print production, etc.
  - Create or update databases.
- Assisting in Front Office as required.
  - Greet students.
  - Commercial information to customers.
  - Answering all calls promptly in a courteous and efficient manner.
  - Open and sort mail.

### REQUIREMENTS

**Languages:** Native German speaker.  
Spanish B1 or higher (we could accept Spanish beginners depending on candidate).

**Location:** Alicante, Spain.  
Open to work in different shifts, morning – afternoon (could include Saturdays) 6 hours per day.

**Remuneration:** Spanish course offered by the company and special price for accommodation.