

## **Assistant Academic Coordinator**

Related areas:	Languages, Education, Training
Location:	Santo Domingo, Dominican Republic
Duration:	12 to 15 weeks
Hours per week:	35
Type of Organization:	Renowned educational institution belonging to a corporate group, focused on enhancing opportunities and the core values and principles of their businesses: quality, discipline, dedication to service, and innovation.
Project Profile:	Revision of the English academic program, with a view to raising the institutional standards regarding the academic curriculum.
Objectives of the Internship:	<ul style="list-style-type: none"><li>• Assist in the revision of the curriculum of the English program, utilizing his/her knowledge of the content of these programs.</li><li>• Observe the English classes and keep a record of the students' responses in order to validate the implementation of the content of the program in the classroom.</li><li>• Collaborate in the organization of meetings with the teachers to review the content of the classes that were observed.</li><li>• Collaborate in the coordination of the specific program activities.</li><li>• Assist in the design and implementation of the teacher training programs, especially of those for teachers of English as a second language.</li><li>• The Intern may be required to perform other related tasks.</li></ul>
Requirements:	<ul style="list-style-type: none"><li>• Be a student in the areas of language, education, and other related areas.</li><li>• Advanced level of English or English as a first language.</li><li>• Ability to use standard MS Office applications: Word, PowerPoint and Excel.</li><li>• Ability to adapt to a multicultural environment.</li><li>• Good communication skills, oral and written.</li><li>• Ability to work in a team.</li></ul>
Opportunities:	<ul style="list-style-type: none"><li>• Develop multicultural awareness.</li><li>• Gain professional experience in their area of study.</li><li>• Develop leadership, creativity and innovation skills.</li></ul>