



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10713) Business Administration Program – Miami, FL



Program Duration: 6 - 12 months.

Compensation: \$14.00 per hour

Housing: not provided

Number of Position Offered: 1

Host Company Description:

This host company offers English language courses and language camps tailored to the needs of learners of all proficiency level recruiting from Europe. With qualified instructors and personalized learning plans, students receive targeted instruction to improve their speaking, listening, reading, and writing skills. Flexible learning options, including in-person and online classes, accommodate diverse schedules and preferences. Their programs also conduct language proficiency assessments to ensure students are placed in the appropriate courses. Additionally, cultural immersion programs provide opportunities for students to learn about American culture and customs while enhancing their language skills.

Position Description:

- Maintain timely communication with agencies, students, staff, and management via emails, calls, and messages to ensure efficient operations and address inquiries promptly.
- Conduct market research for new agency partners, conduct outreach; create and send newsletters to agencies.
- Regularly create and update content on various social media platforms, including Instagram; foster engagement and maintain a positive online presence.
- Administer the database, ensuring regular updates to maintain accurate and up-to-date records.
- Collect pre-arrival paperwork from students/leaders/staff and ensure completeness.
- Provide regular reports to agencies/parents and follow up on any outstanding documentation.
- Manage the submission of necessary paperwork to universities, including student pictures and forms.
- Coordinate excursions and maintain accurate financial and booking records for trips and events.
- Assist with placement tests from students, follow up on any missing tests or payments.
- Candidates, whether experienced or eager to learn, will have the opportunity to participate in level testing for student placement.
- Assist in the recruitment process for seasonal staff by sourcing candidates, responding to inquiries, schedule interviews, and coordinate relevant documentation.

Applicant Qualifications:

- To apply for the **Internship** program, you must be an undergraduate student of **business management** OR a recent graduate starting the program within 12 months of graduation.
- To apply for the **Trainee** program, you must hold a bachelor's degree in **business management** and at least 1 year of work experience OR be a career professional of 5 or more years in related field.
- Applicants from European countries are encouraged to apply.
- Excellent English communication skills; verbal and written.
- Strong phone contact handling skills and active listening.
- Familiarity with Microsoft Office Suite.
- Previous experience with translating, reviewing, and editing documents.

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title