



## **TRAVEL & EDUCATION CORP**

**POSITION:** **International Internship Fall 2012 with Summer 2013 Extension**

**LOCATION:** **US (Philadelphia) and Spain (Salamanca)**

**DESCRIPTION:** T&E is an organization that has been fully sponsored by the local Spanish government of Castilla y León in Spain since its inception making it international by nature. It was founded in Spain in early 2007 and by early 2008 T&E inaugurated a local branch for the purposes of direct recruitment of US college students to the academic institutions of Castilla y León. The local office is located in the heart of the cultural district of center city Philadelphia at 111 South Independence Mall East, Suite 970 (the Bourse Building-original stock exchange at Independence Hall). It offers unique and affordable programs to area college students through the development of direct relationships with the faculty and administration of community colleges, universities and high schools in the tri-state area.

**RESPONSIBILITIES:** Candidates responsibilities for the PHL portion of the internship will include (but not be limited to) the implementation of various marketing campaigns which involve written and oral communication with potential clients, review and revision of promotional materials and general clerical duties pertaining, but not limited to, database maintenance, application processing and general customer service and client account maintenance.

Once in Spain, the duties will change to reflect the demands of the study abroad programs offered by T&E and their daily implementation. Duties will include (but not be limited to) general customer service and public relations, attendance and assistance in specified program events, weekly participant briefings, and participant logistics including excursions and other T&E provided events. Students must be aware that the Spanish portion of the internship differs given the differences in business operations between the US and Spain which present variations in time and intensity.

**QUALIFICATIONS:** This position is ideal for students with academic backgrounds in business and marketing (although all majors are welcome to apply) who have a degree of proficiency in the Spanish language both written and oral (this is essential). Candidates must be skilled in computer application such as Microsoft Word, Excel, PowerPoint and Outlook. They must have a pleasant and positive disposition, have a keen ability in customer relations and must be able to work well under pressure. They must be flexible and easily adaptable and they must be able to work independently when necessary.

**COMPENSATION:** Students will be compensated for their efforts by having the opportunity to study abroad in our academic institutions in Spain during the month of June of or July of 2013 once the internship for the PHL portion is completed mid-December. The intern will have a choice of language immersion coursework from 3-5 hours during the morning and reporting to the T&E offices in the late mornings and afternoons. In turn T&E will cover:

- \$500 towards the cost of airfare to Spain and transfers to and from the Madrid Airport

- Spanish language courses (up to 6 credit hours) in SPAIN and all course materials (host institution will be assigned by T&E Spain)
- Accommodations in a residence hall or Spanish home stay
- Meals and laundry
- Medical insurance while in Spain
- Spanish cell phone (credit will be provided by T&E Spain for local use)

**Required Commitment:** For the US portion of the internship - Two days per week minimum (full-time optional), every other Friday. A minimum of 15 hours per week are required. Daily commitment required while in Spain (on-call status).

**2012 FALL Term (PHL):** End of September –Mid December of 2012 (specific dates to be determined)

**Summer I EXT Spain:** May 25<sup>th</sup>-June 30<sup>th</sup>, 2013 (only one month per intern position)

**Summer II EXT Spain:** June 29<sup>th</sup> -July 28<sup>th</sup>, 2013 (only one month per intern position)  
Assignments will be made in the spring of 2013 based on performance and ability demonstrated during the Philadelphia portion of the internship.

**HOW TO APPLY:**

**Candidates should send the following documents:**

**NOTE:** Incomplete applications will not be considered.

- Curriculum Vitae in both English and Spanish
- Cover letter in both English and Spanish. In the cover letter the student should state why they would like to intern for our organization and their objectives and expectations of the internship. They must also specify the last course they have taken in Spanish and their daily availability given their university course load for the fall (taking into consideration travel time to our center city location in PHL).
- A letter from their professor stating their level of Spanish language proficiency.
- A copy of the information page of their current US passport.

**DEADLINE DATE:**

**Applications should be sent BY MAY 25<sup>th</sup>, 2012 to:**

**Travel & Education-Internship  
111 South Independence Mall East, Suite 970  
Philadelphia, PA 19106**

Or via email to: [info@traveleducation.org](mailto:info@traveleducation.org)

**Interviews:**

Individually scheduled during the first 2 weeks of June, 2012

**Decision Notification:**

by July 27<sup>th</sup>, 2012