

## Work Placement

### London Education

<b>Position type</b>	Internship
<b>Salary</b>	Unpaid
<b>Qualifications</b>	<p>Work Placement Students will have the opportunity to familiarise themselves with the procedures and processes implemented to run a medium size educational institution in various fields such as Human Resources, Physical resources, Financial Administration, Students Records and Administration, Marketing and/or Teaching Support.</p> <p>In this process they will also improve their social skills through their interaction with customers and colleagues and their language skills both written and spoken.</p> <p>They will also have many opportunities to practise and improve their IT skills.</p>
<b>Position information</b>	<p>Members of the Work Placement team are expected to assist the College's staff in the day-to-day running of the business in their respective areas of responsibility which are administration, marketing, information technology (IT) or teaching preparation.</p> <ul style="list-style-type: none"> <li>• <b>General Administration:</b> general organisation, preparation of teaching material, management and organisation of their line manager's working environment, correspondence between the College and its customers/suppliers, and other general administrative duties.</li> <li>• <b>Marketing:</b> Marketing research, writing press releases and creating promotional material belongs to the sphere of public relations, just as much as liaising with companies who are interested in the College's educational programmes. You will often fulfill these duties with a great deal of independence and have the opportunity to put forward your own ideas.</li> <li>• <b>Information Technology (IT):</b> assume overall responsibility for all equipment and secure all valuable items, work to ensure day to day running of hardware and software is possible in the library, offices and classrooms.</li> <li>• <b>Teaching Preparation:</b> preparing lessons, preparing teaching material and students' handbooks, assisting teachers in delivering lessons (primarily German) or invigilating examinations.</li> </ul>



German-British  
Chamber of Industry & Commerce  
Deutsch-Britische  
Industrie- und Handelskammer



**For application or further details, please contact:**

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