

Ahlan World - Jordan

The company

Location	Amman, Jordan
Type of business	Education
Job function	Administration, marketing, customer service, social media

Trainee's profile

Languages required	English, Arabic (preferable)
Faculty / Education	Media and Communication, Languages, Marketing
Computer skills	<ul style="list-style-type: none">• Good understanding of basic computer functions and applications, especially spreadsheets and email.• Familiarity with Microsoft Word, Excel, and PowerPoint• Good working knowledge of Macs and PCs• Graphic design experience preferred.

Required skills

Organizational and problem solving skills; ability to cooperate and work in a team; capacity to work independently and responsibly meet deadlines; safety awareness; flexibility; ability to work well in a busy and often fast-paced environment; good communication skills and able to exchange information with individuals effectively in a clear and straightforward manner; intercultural understanding; listening skills; willing to learn and develop new skills; displays initiative.

Job description

The trainee will be provided with the necessary means to carry out the activities, which should not exceed 40 hours per week and which may include any of the below tasks:

- Administration
- Marketing
- Advising Students
- Organizing Cultural Activities/Events
- Assisting Teachers
- Public Relations
- Translation
- Editing

Job content

Ahlan believes that 40 hours of work per week (not including any hours dedicated to Arabic courses) is the amount of hours necessary for full immersion and understanding of the Ahlan environment.

The trainee should also create and develop a personal project during the internship period, which can align with the intern's interests and specific needs at the school. This could take the shape of a cultural activity or event, a change to the administrative systems, a marketing campaign, etc. The intern will have the support of the center but should take the lead on the project.

Accommodation in a shared double room is offered to the intern, provided that they intern for a minimum period of four months. Any intern who remains for a period of less than four months will be responsible for covering the costs of their accommodation in country, but Ahlan will offer assistance in finding accommodation if requested.

A one-month Arabic group course (Modern Standard Arabic or Jordanian Colloquial Arabic/dialect) will be offered to the intern. This course may be taken at any point during the duration of the internship, depending on the intern's level and course availability. In the absence of an appropriate group course during the trainee's stay, an equivalent number of individual course hours of Arabic are provided as follows: 30 hours for MSA study or 20 hours for JCA study, all to be completed within the duration of the internship.

The intern will be provided with further opportunities to learn the Arabic language through preferential lesson placements and a discount of 20% off the list price for any additional course they choose to take during their stay.

Notes