

International Communications Internship

Madrid, Spain

Company History: Training Express & I Speak U Speak (ISUS)

Training Express

Training Express is one of the largest language training companies in Spain with offices in Madrid and Barcelona and satellite operations nationwide. The company provides language training to over 10,000 adult learners who study English (and other languages) for their jobs. There are more than 300 teachers on staff. Training Express was founded in 1999 by ESL (English as a Second Language) teachers and is an organization dedicated to excellence and innovation in the ESL field. (Visit our web site at www.trainingexpress.es.)

I Speak U Speak (ISUS)

In 2007 Training Express expanded its horizons by creating an affiliated company "I Speak U Speak", known in its abbreviated form as ISUS, which is dedicated to international online language training. Now an international employer, ISUS employs a staff of more than 50 online ESL tutors from Europe, North America, and Asia.

The International Communications internship: ... a unique international opportunity

Internship Purpose: To prepare students for working in an international environment either in the language training field or in the field of their area of study: General Education, Business Administration, International Relations, Marketing, Economics, Political Science...

Through working in our rapidly expanding international company, we aim to provide interns with valuable experience in areas related to international working environments:

- International project management
- International team coordination
- Intercultural differences and the work environment
- Language training experience (specialized in adult language education)
- Pedagogical material & project development

How does it work?

Eligibility: The internship applies to the following candidate profile:

- 1) Minimum 20 years old
- 2) Native English speaker
- 3) Preferred level of studies: Undergraduate or Graduate degree completed. Will accept graduates from 2 year diploma programs.
- 4) Open to all degree backgrounds: i.e. Business Administration, International Relations, Marketing, Political Science, etc. Preference given to Education and ESL (English as a Second Language) fields.
- 5) Availability: 80 teaching hours a month. Available between 8:00-10:00, and 13:00-17:00h, Monday to Thursday.
- 6) Visa and NIE (Foreign Identification Number) see notes below on obtaining these items.

Internship participation options:

We try to provide as many options as possible so that interns can choose what best suits them according to their studies and outside commitments.

1. Schedule: In general, participants should reserve time between 8:00-10:00, and/or mid-day, 13:00 to 17:00.

2. Academic calendar year: Interns can decide to participate for an entire academic year or for 2 semesters.

-Full academic year: September 15th to June 30th. Christmas holiday: December 20th to January 10th

-Winter & Spring semesters: January 10th to June 30th. These semesters must be done together

* Summer semester not available.

3. Intern responsibilities:

- Teach English as a Second Language (ESL) for adult learners
- Attend ESL training sessions
- Participate in one of the following International Projects depending on availability:
 - a. International Recruitment: involves recruiting online tutors worldwide
 - b. International Marketing: involves participating in product launch of online learning
 - c. Distance learning Product Development: involves developing distance learning ESL materials

Training and Certification

Training: Due to our unique international focus, our training program provides an excellent competitive edge in the job market for those who aspire to working in an international environment.

For those who come from English as a Second Language backgrounds, we not only provide specialized training in adult ESL education, we also certify the number of classroom hours given. **** interns from ESL fields can opt to obtain credit from their universities for this classroom experience.**

The training program is based the following components:

Induction & group training sessions: Interns receive group training sessions on language education for adult learners. The program covers areas such as level testing, methodology, progress assessment, class planning, supplementary resources, etc.

Personal Coaching: Interns will be assigned a Senior Tutor who acts as a coach and mentor. Senior Tutors provide pedagogical support and guide the intern through their classroom and training experiences.

Classroom Experience: 600 hours of classroom experience with evaluation and observation sessions.

Intensive Spanish Course: 30 hours of classes and cultural activities. See notes below on Visas.

Certification: Upon completion of the internship, the intern receives a certificate that documents:

- Nº of training hours received in ESL training specialised in adult education
- Nº of ESL training hours given
- International project participation: With annex of project description

Enhancing your experience: Official TEFL certification and Spanish Language and Culture courses

TEFL Certificate: For those who are interested in obtaining the "Teaching English as a Foreign Language" certificate, this can be done through Spain's leading TEFL training centre TT Madrid (www.ttmadrid.com). TT Madrid is a centre approved by the British Council as an official TEFL training centre. For those who are interested in the ESL profession, the TEFL certificate combined with Training Express's specialised training provides an unbeatable competitive edge in the language training job market.

Spanish Language and Culture courses: In addition to the intensive Spanish course included in the program, for those who want to continue studying Spanish AIL Madrid (www.ailmadrid.com) is one of Spain's most dynamic and long-standing organizations.

Economic Stipend

Stipend: Is variable based on number of participation hours per month. We guarantee a minimum of 500 € gross for 41 teaching hours a month. Our aim is to offer a full time collaboration of 80 hours a month, for 960,00€.

In order for us to guarantee the minimum stipend, the candidate must be available to work between the hours of 8:00-10:00, and mid-day, 13:00 to 17:00, Monday to Thursday.

The minimum stipend can be increased according to the total number of monthly participation hours we are able to assign. Participation in international projects are paid extra and the amount varies depending on the project.

Future Job Opportunities... Beyond the internship

Successful interns will be invited to continue as members of staff for the next academic year, and Training Express offers one of the most varied range of job opportunities in its field. A brief list of job opportunities are as follows, and more detailed job post descriptions are published on our website www.jobs.trainingexpress.es

- **On Line ESL Tutors:** Specialised in distance and virtual learning. Interns can return to their home countries and continue to work for us as online tutors.
- **In Company Consultants:** working in the facilities of one client managing a team of ESL teachers and coordinating the logistics and administration of the training program for that client.
- **Coordinators:** working as logistics specialists on the assignment of teachers to programs and recruitment of new teaching staff.
- **Pedagogical developers:** working on our Pedagogical Development Team to create the pedagogical materials used for specialized programs.

Student Visas, Tax and Health Care issues

Student Visas & NIE number. Mandatory for participation.

- If you have a Student Visa through your University: Interns can work until their Visa expires. A collaboration agreement is signed between the student's university and Training Express.

- If you don't have a Student Visa or need to have your current Visa extended: You must consult with us first to determine whether or not, according to the type of Visa you have been given from your university, it is possible to extend your Visa.

If the Visa can be extended / or you are obtaining it for the first time, it must be combined with studying a Spanish course. The Spanish course is given by the school AIL Madrid, the cost is 400€ and includes 30 hours of classes and cultural activities. Once enrolled on the Spanish course and the tuition fees have been paid in full, AIL Madrid will issue you with the Study Invitation letter which is required in order to get the visa. In the very unlikely event that the Student Visa is rejected, you will be reimbursed in full for monies paid (on production of the rejection letter). Please note bank charges are borne by the student.

Costs for translation of documents for the Spanish Consulate are separate.

The process for new student visas and / or extending an existing visa takes 2 months. Thus, interns need to initiate the process well in advance.

NIE Number: Once you arrive in Spain, you will have to obtain your NIE number (Foreign Resident Identification Number). This combined with your Visa will allow you to legally reside and study as an intern in Spain. This is a simple process done by appointment through local Spanish state agencies. The process can take as little as 2 weeks depending on State agency appointment schedules. We will help you with this process.

Tax: Non Residents: If your Visa has been issued for 180 days or less you are fiscally considered to be a "Non-Resident" and the tax withholding for Non-Residents is 24 %. A tax return can be filed in the United States, and we will give you a certificate for processing your tax return.

Tax: Residents: If your Visa has been issued for more than 180 days you are considered to be a resident and we withhold tax according to the brackets established by Spanish law, a standard of 2 % income tax. Tax returns can be filed in Spain, and depending on your total earnings, a reimbursement of income tax withheld can be obtained, or

if your earnings surpass the standard 2 % tax bracket you will be required to pay tax according to the law. Filing a tax return in your country of origin is not obligatory.

Health Insurance; Student Visas require students to possess private health care insurance before applying for the Visa. . This health insurance can be from your country of origin or contracted in Spain. The cost of private insurance in Spain is normally less than 60,00€ / month and we can refer interns to recommended health care companies.

Sending in your Resume

Interested candidates in this job post can send their resume to: xavier@trainingexpress.es and we invite you to visit our web site www.jobs.trainingexpress.es