



Internship offer at IBA Confucius Classroom

Kolding, Denmark – 2018 Spring

The aim of IBACC is to strengthen educational and business cooperation between China and Denmark, as well as to support and promote the development of Chinese language education. Furthermore the aim of IBACC is to increase mutual understanding and friendship among people in China and Denmark.

Period of the internship: 3 - 6 months
(Different dates can be discussed)

Working hours: Regular working hours: between 8:00 and 16:00 during weekdays. Occasional weekend or evening activities connected with some activities

Job description: The internship will take place at IBA in Kolding. The job will consist of different tasks related to our Confucius Classroom department and international activities.

The main tasks will include:

- Assisting in the administrative management of students at IBACC
- Correspondence with international partners and students
- Assisting with the business development of IBACC
- Assisting with the organization of events related to IBA Confucius Classroom such as Chinese festivals, celebrations, weekly events, concerts, galas etc.
- Assisting with the Chinese language courses and exams
- Assisting with tasks related to the International Affairs Office

Skills & Profile requirements:

You are an AP/Top-up student within the field of international sales and marketing, international relations, communication or related disciplines, with the following profile:

- Ability to work in an autonomous and proactive way, as well individually, as in teams
- Ability to work under pressure and in short deadlines
- International experience is desired as well as flexibility and open-mindedness
- Fluency in English and preferably in Danish and/or other foreign languages
- Confident in working with MS Office (Word, Excel and Power Point)
- Confident in public speaking and ability to interact with foreign guests, students

Salary: No salary

Application & deadline: 15 June 2018

Start date: 15 August 2018

Please send your CV (in English) and motivation letter by e-mail to the IBA Confucius Classroom by 15 June to s077@iba.dk

Applicants will be contacted by e-mail for a potential interview (face-to-face or Skype depending in your location).

The chosen candidate will be informed by end of June.

If you have any questions, please do not hesitate to contact us by sending an e-mail to s077@iba.dk

International Business Academy Confucius Classroom