

Internship in the Language Program at Deutsches Haus at NYU

Deutsches Haus at NYU is New York's leading institution for culture and language of the German-speaking world. Located in the historic Greenwich Village district, Deutsches Haus is an integral part of New York University. Since 1977, it has provided New Yorkers with a unique forum for cultural, intellectual, and artistic exchange with Germany, Austria, and Switzerland through its three pillars: the language program, the cultural program, and the children's program.

About the Language Program: Deutsches Haus hosts New York's best and most prestigious German language school with small-sized classes, and a team of certified, experienced instructors, all of them native-speakers. In addition, we offer private tutoring for individuals and small groups. Deutsches Haus is an official Goethe examination center.

Overview:

- Duration: 3 months, beginning in September
- Hours: 40 hours / week
- Salary: unpaid

Position Description:

- Planning and teaching of the Kids Language Program classes
- Support of general project management tasks and improvement of initiatives
- Carry out business administrative tasks
- Intern's role will initially be supportive and observational, but will quickly evolve into independent project management
- Contribute to general office tasks, such as front desk reception, answering phones, responding to emails and disseminating information about language and cultural programs to potential clients
- Assist the Language Program Coordinator in planning classroom schedules, record-keeping and instructional timetables
- Support efforts to promote the language programs through the creation of flyers and managing the Language Program's social media presence.
- Assist the developing branding strategies for the acquisition of new clients
- Prepare customer profiles and presentation material

Required Skills:

- Fluency in English and German, spoken/written
- Familiarity with social media platforms, internet, Microsoft Word
- Enthusiasm for and interest in teaching German as a second language
- Demonstrated ability to plan/organize, research, analyze, multitask and prioritize
- Communication/presentation skills, observation and listening skills
- Ability to work independently and with self-discipline
- Ability to work as part of a team
- Ability to think critically and to accept constructive criticism

To apply:

Send cover letter and resume to Dr. Marianne Zwicker, Language Program Coordinator

Email: marianne.zwicker@nyu.edu