**GO STUDY INTERNSHIP + SCHOLARSHIP PROGRAM**

**INTERNSHIP OVERVIEW**

International students face a number of challenges in starting their career in Australia and find it difficult to break out of entry-level hospitality roles. Taking on an internship can be an effective way to gain valuable experience working in Australia, as well developing new skills and contacts for future jobs. Go Study Australia (part of the ASX listed RedHill Education) has developed an internship program to enable aspiring professionals to stand out from the crowd and gain valuable skills working in an Australian company with an international focus.

The Go Study Internship program has been designed to give hands-on practical experience in student support, office administration, marketing and international education in an Australian company with a global network. To compliment your real-world working experience, you will also receive a scholarship to study a 1 year course in either Management, Business, Marketing or Event Management. By combining formal education with practical experience, the goal will be to help shape you to become a well-rounded professional with a diverse skill set, who is capable of working across a range of business units.

**KEY RESPONSIBILITIES:**

Your primary responsibilities will be to support the Go Study Spanish community through a range of admin, support and marketing tasks under the direction of the Sydney Experience Leader.

**Marketing and Business Development**

* Social media marketing and community engagement
* Developing relationships with business partners to refer new clients
* Market research and analytics to develop new opportunities
* Business Analysis to improve processes
* Creating, advertising and hosting events to drive community engagement
* Engaging offshore institutions to develop study abroad partnerships
* Finding and managing affiliate partners to drive web traffic
* Create content for Go Study such as student interviews, videos, blog, et
* Engage with communities on Facebook groups and incentivising our students (and others) to make comments on those group when appropriate.
* Assisting with various marketing tasks

**Student Engagement and Admin Support**

* Welcome new students and giving essential arrival information
* Engaging students and creating new leads by being socially active.
* Creating and attending regular events for our community
* Adding students to the Go Study Social groups
* Admin tasks such as ABN, TFN, insurance activation, phone number activation.
* Administrative and clerical support including data entry, mailing and scanning.
* Prepare and modify documents including application forms, drafts, emails and letters.
* Updating CRM with essential information and documents
* Research on job vacancies to prepare and send a weekly newsletters.
* Provide information and support for students and new clients

Plus a range of other tasks as needed

**ENVIRONMENTAL REQUIREMENTS**

* This internships will require a minimum of 20 hours a week in the Sydney office.

**REMUNERATION:**

* This internship is unpaid, however the winner will earn a 1 year scholarship to study a Diploma or Cert IV at a designated partner college. The value of the course will be $6000 and the scholarship is valid for as long as the Internship is active.

**REPORTING LINES:**

* You will be report in to the Experience Manager of your Go Study branch

**INCENTIVES:**

* Letter of reference stating you were a short-term special projects contractor for one of Australia's largest education companies
* Endorsement on LinkedIn
* Consideration for future jobs/projects

**KEY SKILLS AND EXPERIENCE**

* Must be a native Spanish speaker
* Professional approach to supporting students in Australia
* Desire to learn and grow in an Australian organisation
* Outgoing and socially active
* Strong communication skills – written and verbal
* Administrative writing skills
* Organisation skills
* Analytical skills,
* Professionalism,
* Problem solving,
* Ability to prioritize projects and strong problem-solving skills
* Good research skills and attention to detail

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