

INTERNSHIP OPPORTUNITY

POSITION OVERVIEW

Are you a recent university graduate or current university student eager to kickstart your career in a dynamic international school environment? Join our Internship Program and gain invaluable experience in a variety of departments critical to the smooth functioning of our institution. While our teaching staff is essential to our mission, our non-teaching roles are the backbone that supports the school's daily operations and future growth. This internship offers you the opportunity to explore diverse career paths and gain practical skills within departments such as Business Office, Admissions, Advancement, IT, Communications, Facilities, Risk Management, and more.

KEY BENEFITS

- Hands-on experience in a professional setting.
- Mentorship from seasoned experts in various fields.
- Exposure to diverse departments and career possibilities.
- Duration: 3 - 6 months

QUALIFICATIONS

- Recent university graduate or current university student.
- Strong academic record and enthusiasm for learning.
- Excellent communication and interpersonal skills.
- Adaptability and a proactive attitude.
- A commitment to teamwork and collaboration.
- Proficiency in English and Bahasa Indonesia.
- Depending on the department, specific qualifications may be required.

DUTIES AND RESPONSIBILITIES

- Assist in department-specific tasks and projects.
- Collaborate with team members to support daily operations.
- Learn and apply best practices within your chosen field.
- Contribute fresh perspectives and innovative ideas.

APPLICATION PROCESS

Submit your resume and a cover letter indicating your preferred department(s) and the skills/experience you bring to the internship to recruitment@jisedu.or.id with the subject line: Internship Candidate (Your Name)