

## Virtual Internship in the Language Department at Deutsches Haus at NYU

**Deutsches Haus at NYU** is New York's leading institution for the cultures and language of the German-speaking world. Located in the historic Greenwich Village district, Deutsches Haus at NYU 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 at NYU hosts New York's best and most prestigious German language school with small-sized classes for adults and children. In addition, we offer private tutoring for individuals and groups. All instruction is currently provided remotely, due to Covid.

### **Position Description for Virtual Internship:**

- The intern will be introduced to Deutsches Haus at NYU's team/staff, programs, services, and to our language program projects.
- The intern will assist in the creation of branding and new promotional material for our language program as well as its dissemination through social media and other virtual avenues as a means to acquire new students.
- The intern will initially assist with general project management tasks and improvement initiatives with the opportunity to then lead some independently.
- The intern will have the opportunity to assist in curriculum planning, sit in on remote language classes, and provide additional support to teachers and students as needed.
- Internships are virtual, unpaid, full-time (or part-time) and last for a period of three months.

### **Required Skills:**

- Fluency in English and German, spoken/written
- Familiarity with social media platforms, 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, observational 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 Juliane Camfield, Director

Email: [juliane.camfield@nyu.edu](mailto:juliane.camfield@nyu.edu)