

Atlas Language School is a multiple award winning language school with operations in Ireland, the UK and Malta. Our mission is to make each day of our student's language travel programme an unforgettable life and learning experience and we are dedicated to providing the highest level of service in every aspect of what we do. Join our team who looks after students from all over the world that come to learn English!

Title: Accommodation Internship, Dublin.

Internship duration: 6 months, from Monday 4 January 2027 to Friday 2 July 2027. An **earlier start date** would be an advantage, if the intern is available to start at any time between **October and December 2026**. In this case, the 6-month internship period would run from the actual start date.

This internship is for 30 hours per week, usually Mondays to Fridays from 9:00 am to 4:00 pm, with a one-hour lunch break included.

Internship Type: Erasmus+ or academic placement only. Must be part of a formal Learning Agreement with a sending institution.

Purpose of Position: This internship is designed as a learning opportunity for students undertaking a mobility programme, offering insight into the daily operations of a language school. The Atlas intern will provide support in the Accommodation Department of the school, and at times might be required to help in the groups department too.

Accountabilities: This position reports to the Accommodation Manager.

Learning Objectives:

By the end of the internship, the intern will:

- Develop administrative and organisational skills by managing student bookings, updating accommodation lists, processing payments, and maintaining accurate records in systems like our School Management system Fidelo and spreadsheets.
- Enhance communication and customer service abilities through interactions with students, host families, and providing support for accommodation-related inquiries.
- Gain practical experience in event coordination and student support by assisting with week-one tutorials, seasonal activities, and social programme events, as well as helping train new interns and ensuring smooth operations in the accommodation department.

Learning Activities:

The following points outline the main activities to be performed by the intern, but they need not be limited to the list below:

- Booking students in the system.
- Sending students info to host families.
- Creating and updating student/family lists.
- Follow up with admissions and enquiries regarding students pre arrival information
- Sending feedback forms and following up on feedback from students adding the information to the System.
- Emailing and informing Brickfield Residence about new bookings and departures.
- Update Transfer list for adult and group students
- Sending drivers their pickup and dropoff information.

- Sending students and families their transfers information.
- Sending students info to host families.
- Printing lists and generally helping out depending on the needs of the department.
- Helping with garda vetting, submitting information and logging disclosures.
- Updating Fidelo and spreadsheets.
- Helping with seasonal activities at school.
- Helping with week-one tutorials for our new students.
- Assisting the Accommodation Officer with any required tasks.
- Taking groups on Social Programme activities if required.
- Creating advertisements for rooms and apartments for the students.
- Picking up students from class (JP) and bringing them to the Accommodation Office.
- Informing students about accommodation changes.
- Entering payments on the system.
- Help the team train new accommodation interns as required.

Benefits:

Monthly contribution: €850 per month to support living expenses during your placement.

Accommodation: 2 free weeks in a host family (self-catering); after the first two weeks, if you would like to continue staying with our host family, self-catering homestay accommodation can be offered at a discounted rate of €150 per week (regular cost: €260). If we are unable to secure a self-catering host family for the first two weeks of your internship, you will be placed in a half-board host family (includes breakfast and dinner, but not lunch) until we can find a self-catering host family for you. You will be placed with a host family for an initial duration of 2 months. If you wish to extend beyond those two months, please let us know.

Please be aware that while our host families are very welcoming and keen to share Irish culture with you, many of the homes are older and may have carpets and some humidity due to the local climate. Cleanliness standards can vary, but the family will provide some household guidelines upon your arrival, such as heating schedules and shower times. We encourage you to approach this with an open mind, as it's a great opportunity to immerse yourself in local life. Should you have any concerns, our team is here to support you. Please also let us know in case you have any allergies or special requirements.

Language Classes: You are more than welcome to take part in our part-time evening language classes for free throughout your stay (General English, Cambridge Exam Preparation, and Foreign Languages available).

Exam Offer: You can sit for a Cambridge B2 First or C1 Advanced exam at Atlas for free, if there are dates available and as long as it doesn't interfere with your working hours.

Social Programme: You will receive a 50% discount on our paid social programme activities.

Holiday: You will receive 10 days of holiday for a 6-month internship.

Eligibility & Application: This internship is open to students on an official academic placement, such as those funded by Erasmus+ or similar programmes. A signed Learning Agreement from a sending institution (e.g. university, college, vocational school) is required before starting. To apply, please send your CV with the subject "Atlas Dublin Accommodation Internship" to:

hr.assist@atlaslanguageschool.com