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 kids 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.

Overview:
- Start: July or October 2016
- Duration: 3 months
- Hours: 40 hours / week
- Salary: unpaid

Position Description:
- Assist in the planning and teaching of the Kids Language Program classes
- Support general project management tasks as well as improvement initiatives
- Carry out business administrative tasks
- Intern's role will initially be supportive and observational, but will quickly evolve into independent project management

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, with self-discipline and 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
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