

Oferta de Prácticas Internacionales

Asunto: Internship placement in Ireland - University of Limerick

I am happy with this arrangement and would like to continue it by having two interns for both semesters of the upcoming academic year.

The interns are “Language Learning Hub assistants” (see attached description of the position).

I believe that you are providing interested students with a list of potential destinations. I would be grateful if you could ensure that this placement is listed for the upcoming call.

Catherine Jeanneau

Catherine Jeanneau,

Language Learning Hub coordinator,

An Lársheomra Foghlama Teanga

School of Modern Languages and Applied Linguistics | Scoil na Nua-Theangacha agus na Teangeolaíochta Feidhmí

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LANGUAGE LEARNING HUB ASSISTANT

Job description

SUMMARY

The **Language Learning Hub** (LLH) is a busy resource centre within the School of Modern Languages and Applied Linguistics ([MLAL](#)). Much of the work will involve dealing with language students and MLAL staff. The LLH provides resources in many different media and in many different languages to learners, teachers and researchers in languages and cultural studies as well as language learning activities.

SKILLS REQUIRED

- Interest in and enthusiasm for languages and cultural studies
- Punctuality and reliability
- Excellent organisational and communications skills
- Ability to work independently
- Excellent accuracy in writing (spelling, grammar, punctuation)
- Good IT skills, including good working knowledge of Word and Access
- Ability to communicate in other languages e.g. Irish, Spanish, German, etc.
- Ability to work in an Intercultural environment

DUTIES

- Ensuring that the Language Learning Hub is kept tidy at all times
- Helping language learners to improve their language skills through video and audio material, books, and other material
- Handing out material to students and lecturers
- Ensuring all material is accounted for and signed out (updating the borrowing databases)
- Assisting lecturers and students in locating relevant/required material
- Assisting staff with equipment (camcorders, interactive white board, scanner, audio lab, data projector etc.) and with room booking
- Assisting students with computer queries and general language learning software
- Copying material
- Making photocopies and scans of documents, leaflets, bookmarks, signs, tickets, name cards, etc.
- Covering breaks and lunches

The trainee will be in contact with her mentor every day who will be evaluating her progress both in English and in the skills necessary to perform the tasks at hand.