



Job Description

Position: Middle School Intern (MS Intern)

Department: Middle School

Supervisor: Lower School Head, Head of Middle School Student Affairs and Residential Life Director (also called the “Divisional Leaders”)

General overview of position:

The TASIS Intern carries out his/her internship in one or more of the three Academic Departments (Elementary School, Middle School and High School) of the School and will also carry out activities in the MS/HS TASIS dormitories with the aim of acquiring fundamental basic knowledge in the academic and residential life areas of an International Boarding School.

The TASIS Intern performs all of his/her duties under the continued guidance, supervision, support and direct responsibility of his/her Supervisors. He/She helps and supports the Divisional Leaders in supervision and organization of the academic and dorm parenting programs. The TASIS Intern supports the Divisional Leaders and his/her colleagues to ensure that co-curricular activities operate in a safe manner and provide students with worthwhile learning experiences that align with the philosophy and core values of TASIS.

The intern will be immersed in class management, dorm life, Swiss travel experience, after-school activities and support departmental initiatives throughout the school. The intern will assist in sourcing and developing new and current programs and be exposed and engaged in all aspects of an International Boarding School. The Intern will likewise support the Divisional Leaders in developing and maintaining the best possible relations with the TASIS community and the general public, in line with our mission to offer a balanced and engaging learning environment enriched by being in Switzerland and strengthened by collaboration with parents and external partnerships.

Internship's areas

Note these may vary depending on the division/s the intern will be assigned to and working in.

- Support and assist with the leading of a MS Advisor group
- Support and assist a MS Service Learning group (plan, supervise, and participate in activities)
- Support and assist with After-School Activities (two out of three seasons)
- Support and assist with After-School Homework Club duties
- Support and assist with assemblies and events
- Support with Swiss Travel Experiences
- Chaperone school events such as but not limited to Fall and Winter Swiss Adventures

- Support the Residential Life program with fulfilling dorm parenting duties (these may include but are not limited to dorm duty, breakfast and family-style dinner duties, study hall, weekend activities, overnight trips, driving vans for weekend activities etc.)
- Observe, co-teach with, and substitute for short absences a master teacher in a subject based on degree and interest
- Support and assist with other activities as needed

Personal and professional skills

The intern who will be offered this intern position is expected to demonstrate:

- Commitment and integrity
- A sound interest in learning and understanding the philosophy and overall operations of the co-curricular program and the needs of students with regard to co-curricular activities
- English fluency
- Outstanding interpersonal skills and cultural sensitivity, able to clearly communicate both orally and in writing to a diverse group of cultures and in diverse settings. This extends to strong listening skills.
- Proven organizational skills
- Problem-solving, conflict resolution, and team-building skills
- Demonstrated proficiency in required technology (Word, Excel, Google Suite for Education) and willingness to work with our school database
- Willingness to contribute to strengthen and develop the Academic and Residential Life programs
- First Aid and CPR Certified

Additional comments:

In order to satisfy Swiss Law requirements surrounding internships, we will only be able to accept candidates who will be able to start the internship in their first year after graduation OR candidates for whom an internship is required by a training institute with a maximum duration regulated by the training institute. This internship can be completed as part of a pre-requirement to access a specific school, or in order to obtain the academic diploma.

The Intern should also be available to perform any task relevant to the position assigned by the Supervisors and the School in line with the provisions of Swiss law.