



**Open position: Junior Recruitment Assistant**  
**Unpaid Internship**

**About CIS Global Studies**

CIS-Spain Global Studies is the commercial office of the American University in Madrid, CIS University Endicott International. The office is in charge of brand awareness in US and Latin America, increasing student recruitment and to develop new programs both in Madrid and Miami.

The office is also in charge of the representation of the International Studies Foundation, a non-profit organization with several programs in Miami in collaboration with the City of Miami.

**About CIS University**

CIS University it's an American University located in Madrid, Spain, that strives to provide our students with a truly international American-European experience. With CIS University you can complete a four-year program which offers the possibility of completing an accredited American Bachelor's in Madrid or choose our 2+2 program, which allows students to complete two years in Madrid, and two years at Endicott College, in Boston, or any other American University in the world!

Bachelor's Degrees in: Business, Marketing and Communication and Liberal/International Studies.

**Position Summary**

In support of CIS University US and Latam recruitment and enrollment yearly goals, the junior recruitment assistant will be responsible of:

- Plan, arrange and carry out calls and visits to schools and colleges.
- Support in build upon and maintain the relationships with schools and colleges in identified target regions by contacting them to arrange further visits and follow-up activities as appropriate.
- Support the expansion of the number of target schools and colleges. This will involve assistance with targeting and contacting/liasing with identified schools and colleges in new geographic areas.
- Contact new schools and colleges to offer visits, talks and activities. Keep accurate records of visits which have taken place, to be able to monitor and evaluate impact.
- Maintain records of feedback from the schools and colleges which have been visited.
- Prepare relevant reports about the activities undertaken.
- Contribute to other relevant duties and activities as may be identified by the Director within the recruitment and outreach teams.
- Create PowerPoint presentations for recruiting events.

**Knowledge, Skills and Abilities Required**

- Excellent interpersonal, oral, and written communication skills; ability to effectively communicate and interact
- Ability to gather data, compile information, and prepare reports.
- Ability to make administrative/procedural decisions and judgments.
- Organizing and coordinating skills.
- Ability to develop and deliver presentations.

- Ability to communicate effectively, both orally and in writing.
- Ability to develop, plan, and implement short- and long-range goals.
- Excellent knowledge of MS Office

Collaborating with CIS University means being part of a global team that helps students to reach their dreams and future. We help students to grow personally and professionally through a unique university experience in between Europe and US. You will learn and practice your marketing, organizing and sales skills in a very young and dynamic environment in our Miami offices.

If interested please contact: [damaris.gonzalo@cis-spain.com](mailto:damaris.gonzalo@cis-spain.com)