



CBL International Oxford Summer Institute At Oriel College



JOIN OUR TEAM (Summer 'Deputy Programme Director' student job)

During the months of July, August and September we will be running the 'Oxford Summer Institute' as an academic study abroad programme for college and university students from all over the world with a strong focus on delegates from the Far East. The programmes in Oxford are focused very much on courses in law, economics, business & management, philosophy, and English as a foreign language.

Who we are looking for

- We are looking for Deputy Programme Directors to join our team running Oxford Summer Institute. Important Programme Director tasks amongst others are:
 - Preparing the academic element of Oxford Summer Institute, including administrating assessments and tests
 - Planning, organisation and execution of day trips to London, Bath, and other destinations
 - Student Welfare, Accommodation Management, Health & Safety management, and Pastoral Care
- You should be a quick to learn and willing to give our delegates the best service.
- You should have good people skills, some experience working with summer programmes would be preferable.

What we offer

- Work with an international group of students over the summer
- Nice working environment in Central Oxford or Central Cambridge
- Competitive Remuneration of 8 GBP per hour

Applications should be directed to: administration@cbl-international.com for the attention of Mr Simon Hayward, and should include:

- (1) Letter of motivation
- (2) CV including your academic history and work experience you might had working with academic (study abroad) programmes