

INTERNSHIP OPPORTUNITY

1 February 2023

Job Title: **Administrative Intern**

Location: **Penang**

Terms: **Available year long**

Salary: **RM1,500 - 1,800**

Benefits: **A flexible, fun and passionate work team that believes that every child should have access to meaningful learning opportunities.**

Start Date: **Immediately**

About us:

Arus Academy is an education social enterprise specializing in creating high quality education solutions for students and teachers in Malaysia. Arus is constantly searching for ways to make education more accessible and impactful through systemic and ground-up approaches. We advocate for five main literacy areas, which are STEAM education, financial literacy, media and information literacy, social and emotional learning, and global citizenship education. In our mission to empower today's problem solvers, we have been running year long school programmes with students from Buku Jalanan Chow Kit.

Responsibilities based on Objectives:

- **Maintain high uptime and quick response**
- **Strengthen and sustain administrative operation for a meaningful and safe work environment:**
 - Assess, observe, process and handle administrative requests to ensure the office is functioning at functioning level.
 - Build meaningful relationships with co-workers and stakeholders.
 - Monitor, track and suggest areas for improvement.
 - Assist Academy Teacher to make sure students are safe at class.

Key Measure of Success:

- Response time for administrative requests.
- Innovation of administrative processes.

Key Results:

- All administrative requests are responded swiftly within a work day.

Expected skills:

- **Strong communication skills, both written and oral**
Able to quickly and easily express oneself in a way that's also easy for students to comprehend.
- **Cultural competency and sensitivity**
Able to understand, make and execute inclusive plans for cultural diversity.
- **Ability to build and maintain relationships**
Able to provide prompt responses and communicate compassionately and clearly.
- **Excellent interpersonal skills**
Able to connect to and model Arus's REACH values (Respect, Efficient, Adventurous, Collaborative, Honesty).
- **Ability to work independently and as part of a team**
Able to manage own time, manage expectations and deliver based on deadlines.
- **Organizational skills and attention to detail**
Able to coordinate human and in-kind resources to optimise operational efficiency.

Requirements:

- No prior experience needed.
- Willing to learn on the go.
- Passionate to give back to society.
- Keen to work with social enterprises.
- Interact with children respectfully.
- Must be able to commit to working from Arus's Penang Office.
- Proficient in verbal and written English & Bahasa Melayu. Working knowledge in vernacular languages is a bonus.