

Interested in teaching English in France? Join the Université Polytechnique Hauts-de-France for an internship!

Internship Offer

Role: English Language Assistant

Duration: 4-5 months, 1 position available from March 2025 and 1 position available from September 2025, starting date and duration to be discussed

Financial support: Around 650€ per month

Benefits: Support from the International Relations Office throughout your stay, possibility to be accommodated in one of our student residences on campus, and free access to the university's facilities, including university restaurants, library, sport facilities, etc.

The English Language Assistant will be in charge of guiding a small group of staff members, researchers or administrative, willing to improve their English language skills.

The goals of the staff members enrolled in the programme will be different according to their positions (welcoming international students and staff, transforming a course into English, learning how to lead meetings in English, for instance).

The English Language Assistant will be entirely responsible for preparing courses adapted to the needs of the participants, and for delivered one-to-one courses.

The schedule of the English Language Assistant will be the following: 2 hours of teaching per participant per week, and around 10 hours of preparation for the courses. It is the responsibility of the English Language Assistant to plan his/her courses in close relation to the staff members.

The English Language Assistant will be followed by a tutor.

Main Responsibilities

- Design and lead English training sessions tailored to the specific levels and needs of staff members
- Provide individual support to each staff member based on their professional projects and English language goals
- Organize English conversation workshops to enhance oral fluency
- Offer practical exercises and educational resources to improve language skills

Requirements

- Native English speaker
- Knowledge of French would be a big advantage (B1 level is recommended)
- Be comfortable with new information and communication technologies
- Experience in teaching and/or designing education resources would be a plus

Qualities

- Autonomy
- Adaptability
- Good listening abilities
- Pedagogical skills
- Responsiveness
- Rigor

Conditions

- Late undergraduate in teaching languages, humanities, management or equivalent

To apply, please send your resume by email to pri@uphf.fr
before December 15th 2024.

The Université Polytechnique Hauts-de-France (UPHF) is a transdisciplinary institution that fosters the cross-fertilisation of its faculties and research laboratories. The university has established a research policy that enhances the connection between education and the development of transfer activities. It is recognised as a cornerstone at both regional and national levels, and enjoys international acclaim for its research excellence in sustainable transport and mobility. This strategy is implemented within international networks of excellence and through strategic partnerships, such as the Lille University Federation, the EUNICE Alliance (European University), and various regional non-academic partners, including Valenciennes Hospital.

UPHF is situated in Valenciennes, in Northern France, at the heart of Europe. From here, you can reach major capitals such as Paris, Brussels, London, and Amsterdam. International students make up 12% of the UPHF community, representing over 85 different countries. The campus is immersed in a rich intercultural environment, further enhanced by the day trips organised by the International Office for exchange students throughout the year. Valenciennes is the second-largest student city in the region, offering everything you need — without the drawbacks of a large city.