



INTERNSHIP OPPORTUNITY

CLIENT SUPPORT/DEPLOYMENT TEAMS

ARABIC LANGUAGE SKILLS

فرصة التدريب

دعم العميل/فريق تقنية المعلومات
مهارات اللغة العربية



أهلاً وسهلاً من روبيكون

Rubicon International is an educational technology services firm known for its leadership in the field of curriculum management. Using Atlas, the curriculum management program developed by Rubicon, the firm partners with public and private schools throughout the world to plan and implement Web-based curriculum mapping. Rubicon works with an expanding group of schools and educational programs based in the Middle East region, including many Arabic-English bilingual and other Arabic-based school programs. Rubicon also works with many Arabic and Islamic study programs in North America. Rubicon is committed to being a world-wide leader in making a difference in teaching and learning.

RESPONSIBILITIES

The Client Support and Deployment Teams respond to the expressed and anticipated needs of Atlas users and Rubicon Team members on the customization, utilization and optimization of the Atlas Curriculum Management System. Members of these teams manage a high volume of client requests as they are received and process this information in a timely manner for production. They provide ongoing, relationship driven support and communicate directly with clients in partnership with Rubicon Consultants. They may conduct remote Atlas training where Arabic language skills require.

REQUIRED PROFESSIONAL SKILLS

- Fluency: In both Arabic and English
- Client Focus: Motivated to provide exemplar client service, creates and maintains a strong partnership with clients, and advocates for clients' needs and perceptions.
- Communication: Excellent verbal and written communication skills, ability to interact professional with the global community, and understanding of educational systems, processes, and terminology.
- Organization & Time Management: Cognizant of details in the context of the broader perspective and demonstrates initiative in streamlining processes for increased efficiency.
- Analytical Thinking & Solutions Orientation: Effectively identifies essential information, determines critical points of escalation, and recommends primary and alternative solutions.
- Collaboration: Contributes experience and innovative ideas to the collective efforts of the team, utilizes collaborative resources available, and accepts personal accountability.
- Technical Aptitude: Proficient with Mac and PC operating environments, mobile devices, and Microsoft Office Tools.

Location: Portland, Oregon

Hours: Minimum of 25 hours per week

Dates: Flexibility in start and end date

This is a paid internship opportunity based on skills and experience

Interested candidates should email a resume, cover letter and 3 references to:

Kathrine Giacchino
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