Participating Departments:
The following departments are currently involved in the Internship Program:

- Academics / Teaching
- Administration
- Finance
- Human Resources

Internship Requirements:

- Comprehensive CV in MS word with latest photo
- Recommendation letter from University
- Career Guidance / Placement Office
- Personal Interview by The City School Internship Committee
- Good academic standing
- Have a positive attitude with the desire to flourish and learn

Take this chance now and acquire the skills needed to be competitive, apply at:

**Group Head Office**
31 - Industrial Area, Gurmangat Road, Gulberg III, Lahore Pakistan
Tel: +92(42) 35773069 - 77
Fax: +92 (42) 35773065
Email: careers@csn.edu.pk
Web Page: www.thecityschool.edu.pk

The City School
The City School 32 Years of Success
Since its establishment in 1978, in Karachi, Pakistan, The City School has enjoyed three decades of very successful development. Today it stands as a role model and trend setter in the field of educational development and professional accomplishment. With currently, 162 schools in 43 cities in 4 countries (Dhaka, Dubai, Jeddah and Pakistan), The City School is one of the largest private providers of education in Pakistan which provide a British-oriented curriculum leading to the Cambridge International O/A level examinations.

Mission Statement

**Our Philosophy**
Continuous Human Resource Development

**Our Goal**
Academic Excellence

**Our Commitment**
Total Satisfaction

**Our Culture**
Professionalism

The City School
The mission of Continuous Human Resource Development goes on....

**Regional Offices**

- Central Regional Office - Lahore
  Tel: +92 (42) 35773069-77 Email: csmro4@csn.edu.pk
- Northern Regional Office - Islamabad
  Tel: +92 (51) 4449762 - 4 Email: csmro5@csn.edu.pk
- Southern Regional Office - Karachi
  Tel: +92 (21) 34520334-7 Email: csmro6@csn.edu.pk
- Mehran Regional Office - Hyderabad
  Tel: +92 (22) 3818431-32 Email: csmro3@csn.edu.pk
The City School Internship Program

In line with our mission, “Continuous Human Resource Development”, the management of The City School has designed an internship program for students and new graduates across the country to enhance their learning and achieve career placement through quality Internship. The Internship Program is aimed to provide the students with an opportunity to get familiar with the functionality of a school system and also to get hands on experience in a business world. The program offers internships as assistant teachers in schools and for management’s trainees at The City School Group Head Office, Regional Offices and Campuses.

Objectives
To enhance the learning and education of the students and new graduates through meaningful work experience.

To provide the students with challenging opportunities to pursue careers that match academic and personal interest.

INTERNSHIP TYPES

1. Teacher Internees at schools

Teacher interns are exposed to an extensive field-based training with real life experience in the classroom where all aspects of the teaching-learning process will be looked at from the practical perspective.

Conducive to Learning Classrooms

2. Management trainees at Head Office/Regional Offices/Campus

Internships offer valuable work experience, help you develop marketable skills and beef up your resume. The City School management trainees will develop their skills while applying academic learning to hands-on situations plus the opportunity to experience the following:

- A fully automated web-based work environment with Rapid ORACLE ERP Implementations for 15 modules which include:
  - HRMS
  - Financials
  - Self Service
  - MS Office Outlook communication mode and all MS application

Latest Technology with Online Learning

Successful internees await the following:

- Guaranteed Internship package
- Employment offer
- Recommendation to The City School training programmes
- Internship certificate

The City School Internship Programme stands to provide you with:

- Guaranteed professional training
- An Assigned Professional Mentor
- Excellent 200 hours classroom learning experience
- Academic credit for a minimum of 3 months internship upon mutual consent of both The City School and university
- Guaranteed preparation for entry into job market