

# Work at NATIONS!

## **Position: Administrative Intern**

**Section:** School Records

**Application deadline:** December 21, 2025

**Start date:** January 26, 2025

**Main Responsibilities:** Assist with administrative tasks in the School Office. Draft national and international academic transcripts. Prepare report cards and national certificates. Provide support to internal and external audiences, offering information on student records and enrollment. Assist with new enrollments and transfer processes, including data entry and updates in academic systems. Organize and archive student documentation. Work closely with the School Secretary, following instructions and contributing to the efficient operation of the office.

**Requirements:** Bilingual in Portuguese and English. Be enrolled in a higher education program (Administration or related fields). Knowledge of English. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and internet/email tools. Strong communication skills and ability to assist both internal and external audiences. Punctuality and attention to deadlines. Basic knowledge of the RM TOTVS system (preferred).

**Internship Hours:** 6h per day (Monday to Friday).



**School of the Nations**  
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## Equal Employment Opportunity

We provide equal employment opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, or any other characteristic protected by applicable laws.

All employment-related decisions, including hiring, retention, and promotion, are based solely on an individual's qualifications, performance, skills, and merits relevant to the job requirements.

We encourage people with a disability to apply.

## How to apply

Please send your résumé to our Human Resources department at [recrutamento.externo@edn.org.br](mailto:recrutamento.externo@edn.org.br) by December 21, 2025.

Please add the position you're applying for to the email subject.

## About us

We educate students to be world citizens based on standards of academic, bilingual and ethical excellence to develop their capacities to know, love and serve humankind.

We seek caring, dedicated professionals to contribute to our school community by making a difference in our students' lives.

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## The School

School of the Nations is an international, private, not-for-profit, coeducational, dual-language school. We are accredited internationally by New England Association of Schools and Colleges (NEASC), and nationally by the Secretary of Education of the Federal District. We provide a rigorous bilingual academic curriculum complemented by our moral education program, the arts, and sports. Moral education fosters students' understanding of the dynamic role they play in constructing a peaceful, just, and sustainable society. Students may take preparatory and university-level classes and earn the Brazilian, American, and AP Capstone® diplomas.

## Our History

School of the Nations was established as a place where children from different countries of diverse backgrounds could build a learning community where they could learn to live peacefully together as “world citizens” in a safe, healthy, happy environment while excelling academically through a challenging, college-preparatory curriculum enriched by values and ethics. Our Founders' vision became reality on September 1, 1980.

The school opened with only 17 students and three rented classrooms in the recently built Independent British Institute (IBI). By 1981, the School had grown to 37 students, and classrooms occupied an entire wing of the Presbyterian Institute in Lago Sul, Brasília. Over the next three years, School of the Nations would grow to serve nearly 100 students. In August 1987, the School, with its 140 students, moved to its current location, on a beautiful campus in a peaceful neighborhood in Brasília. In 2002, we inaugurated our second campus, just across from the first, to host our Early Childhood Education program for students from 2 to 6. Our community and school continue to grow. Today, School of the Nations educates over 700 students.

## Mission

School of the Nations strives to be exemplary among Brazilian and international schools for its commitment to world citizenship and for helping young people develop outstanding academic, ethical and spiritual qualities and a clear understanding of their roles in building a better world.

## Vision

School of the Nations educates students to be world citizens based on standards of academic, bilingual and ethical excellence to develop their capacities to know, love and serve humankind.

## Accreditation

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