



Summer Internship Program May 29, 2018 - August 10, 2018 Job Description

Department Name: Campus President's Office
Intern's Supervisor: Lana Michelle Reyes
Timesheet Approver: Lana Michelle Reyes
Assignment Location/Campus: Western Campus, 11000 Pleasant Valley RD., Parma, OH
Job Category (Select up to 2): Accounting/Finance Office Administration
Number of Openings: 1 **Work Schedule/Hours:** TBD
Internship Duration: 10 Weeks
Internship Dates (Start/End): May 29, 2018 / August 10, 2018

Department Description: (e.g. mission statement, department responsibilities)

The Campus President's Office oversees and manages all aspects of the campus operations. This includes, but is not limited to: campus facilities, personnel, and budget. It is this office's responsibility to make sure the campus operates smoothly, with student success as the driving force.

Job Responsibilities: (e.g. functions and/or projects)

- Greet visitors and answer incoming phone calls at reception desk
- Assist with filing and inventory
- Assist with scheduling and budget support
- Assist the department with work on a special project

Required Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Excellent verbal and written communication skills
- Good organizational skills
- Ability to follow directions
- Proficient with Microsoft Office applications (Word, Excel, Outlook and PowerPoint)

Preferred Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- AOS or Accounting major
- Some executive office experience