



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

Department Name: Campus President's Office
Intern's Supervisor: Dr. Michael Schoop
Timesheet Approver: Dr. Michael Schoop
Assignment Location/Campus: Metropolitan Campus, 2900 Community College Ave., Cleveland, OH
Job Category (Select up to 2): Office Administration
Number of Openings: 1 **Work Schedule/Hours:** 20 Hours per week/M-F, 1 - 5 p.m., Flexible
Internship Duration: 5 Weeks
Internship Dates (Start/End): June 4, 2018 / July 6, 2018

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

The Metro Campus President's Office is responsible for the oversight of day-to-day administrative operations for the campus. This office also provides support to the administrators, faculty, support staff, and students. The mission of the Metro Campus is to drive student enrollment, retention, and success through data evidenced, intentional engagement with students and the community.

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

- Participate in the research and development of varied project(s) under the direction of the Metro Campus President
- Opportunity to attend a variety of student, staff, and faculty meetings
- Interact with students, faculty, and various departments on campus and college-wide as needed

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

- Strong communication skills
- An interest to work in a executive level office in a higher education setting
- Completion of English 1010
- Proficient with Microsoft Office applications (Word, Excel, Outlook and PowerPoint)

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

- Ability to work independently on projects
- Strong creative thinking and problem solving skills
- Strong interpersonal skills