



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

Department Name: Office of Government Relations and Community Outreach
Intern's Supervisor: Radiah Douglas
Timesheet Approver: Radiah Douglas
Assignment Location/Campus: District Office, 700 Carnegie Ave., Cleveland, OH
Job Category (Select up to 2): Office Administration Other
Number of Openings: 5 **Work Schedule/Hours:** days & hours will vary including evening and weekends
Internship Duration: 10 Weeks
Internship Dates: May 29, 2018 / August 10, 2018

Department Description:

The Office of Government Relations & Community Outreach is in need of a "Student Street Team" that will help support the College's presence at community festivals, events & parades. Street team members will attend select community events to support college staff working the events and also serve as a presence at the event interacting with attendees, handing out giveaways and collateral.

Job Responsibilities:

- Represent Cuyahoga Community College at community events, festivals and parades with an enthusiastic, outgoing and positive attitude
- Promote college at community events, parades and festival by distributing College collateral hand-outs at events
- Interact with attendees, providing information on Cuyahoga Community College
- Support College staff, with event set-up and break down when needed
- Coordinate and plan for event with campus staff person

Required Qualifications:

- Team player, friendly, outgoing, proactive, and a self-starter
- Strong communication skills (oral and written)
- Understand the purpose of each event and execute with professionalism
- Ability to follow directions and work independently
- Strategic thinkers with the ability to take initiative

Preferred Qualifications:

- Prior experience with community outreach and working events/festivals
- Team player, friendly, outgoing, proactive, and a self-starter
- Excellent time management, customer service and organizational skills