



Summer Internship Program May 28, 2019 - August 9, 2019 Job Description

Department Name: Academic Affairs/Student Affairs
Intern's Supervisor: Sheila Howard
Timesheet Approver: Sheila Howard
Assignment Location/Campus: Eastern Campus, 4250 Richmond Rd., Highland Hills, OH
Job Category (Select up to 2): Education Other
Number of Openings: 2 **Work Schedule/Hours:** Monday – Friday, Hours TBD
Internship Duration: Other (7 weeks)
Internship Dates (Start/End): May 28, 2019 – August 9, 2019

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

The Office of Student Affairs works to meet the academic and co-curricular needs of our students and community members. The office provides leadership in the development of services and programs to enrich student life and enhance the student experience. We also provide a framework for programs and practices that mirror institutional values. The Office of Academic Affairs ensure the intellectual vibrancy of the learning environment through ongoing academic strategic planning, program development, and assessment. Works collaboratively with academic leadership to formulate and advance a comprehensive academic strategic plan. Collaborative initiatives include but are not limited to, programs with Student Affairs for student recruitment, retention, and achievement. Academic Affairs take a proactive role in the development and support of distance learning initiatives, alternative learning options, off-campus partnerships, and other learning initiatives.

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

- Assist Program Assistant with the Rising Stars College Readiness Academy Summer Program
- Assist students, faculty, and staff in the classroom and with student development
- Assist in organization and execution of program events and day-to-day activities
- Completion of a special project to be assigned by the department

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

- Strong verbal and written communication skills
- Demonstrated attention to detail, planning and prioritization
- Proficient with Microsoft Office Suite (Word, Excel, email and internet applications)

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

- Education major looking for opportunities in youth development
- Highly motivated with the ability to adapt to a changing work environment
- Possess a passion for helping others
- Ability to recognize problems or potential problem areas for students in the program