



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

Department Name: Articulation, Transfer, and Prior Learning (ATPL)
Intern's Supervisor: Becky Barnes
Timesheet Approver: Becky Barnes
Assignment Location/Campus: Jerry Sue Thornton Center (JSTC), 2500 East 22nd St., Cleveland, OH
Job Category (Select up to 2): Customer Service/Office Administration Education
Number of Openings: 1 **Work Schedule/Hours:** 10 Hours a Week/TBD
Internship Duration: 10 Weeks
Internship Dates (Start/End): May 28, 2019 / August 9, 2019

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

Articulation, Transfer, and Prior Learning works towards student access, educational success, degree completion, and college/university transfer by providing resources to optimize time to degree completion through seamless and clear transfer pathways, credit transfer, and credit application to degree requirements. ATPL partners with four-year colleges and universities, the Ohio Department of Higher Education, and other educational entities on transfer and prior learning credit applicability and keeping transfer-related information current.

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

- Create, maintain, manipulate, and/or review spreadsheets, documents, and presentation slides
- Review department website for needed updates
- Attend meetings as appropriate and work collaboratively with staff toward project goals as well as regular office tasks
- Assist the department with the completion of a special project

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

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint and internet applications)
- Ability to work in a team environment
- Strong organizational, interpersonal and communication skills (written and oral)

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

- Ability to follow multiple step directions independently
- Work well in a diverse setting