



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

Department Name: Aspire Program
Intern's Supervisor: Paula Kertes
Timesheet Approver: Paula Kertes
Assignment Location/Campus: Manufacturing Technology Center, 2415 Woodland Ave., Cleveland, OH
Job Category (Select up to 2): Education Customer Service/Office Administration
Number of Openings: 4 (2 students to be placed at MTC)
(2 students to be placed at Eastern Campus)
Work Schedule/Hours: Monday - Friday, 8:30 a.m. - 5:00 p.m./Flexible
Internship Duration: 10 Weeks
Internship Dates (Start/End): May 28, 2019 /August 9, 2019

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

The mission for Tri-C Aspire Program is to provide high-quality basic education services to assist adult students in acquiring skills to be successful in postsecondary education/training, gain skills to earn living wages and be contributing members of society. The program offers free classes to adults who need additional help with math, reading and writing skills, and improve current skills to succeed in college or for a job. In addition, the program assists students with High School Equivalency (HSE) test preparation; improve English and speaking skills for those of other languages.

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

- Assist with inventorying and organizing materials, books, equipment and supplies from various offices
- As part of a special project, assist with preparation of Aspire Program new student orientations and special events
- Assist with maintaining department spreadsheet and data entry
- Provide customer service and follow-up phone calls to students

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

- Customer service experience
- Office experience
- Proficient in Microsoft Office applications (Word, Excel, and PowerPoint)

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

- Time management
- Ability to multitask