



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

**Department Name:** Center for Learning Excellence (CLE)  
**Intern's Supervisor:** Sarah Greywitt  
**Timesheet Approver:** Sarah Greywitt  
**Assignment Location/Campus:** Westshore Campus, 31001 Clemens Rd., Westlake, OH  
**Job Category (Select up to 2):** Education      Creative Arts  
**Number of Openings:** 1    **Work Schedule/Hours:** 10 Hours a Week; Schedule TBD  
**Internship Duration:** 10 Weeks  
**Internship Dates (Start/End):** May 28, 2019 / August 9, 2019

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

The Center for Learning Excellence (CLE) supports the development of quality learning objects for the departments of Learning and Engagement, Tutoring Services, and Adjunct Services at the Westshore Campus. In collaboration with leadership, CLE designs and creates interactive resources (including but not limited to fliers for professional development, learning objects, and storyboards).

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

- Prepare design concepts (storyboarding), flowcharts, and planning documents
- Collaborate with faculty and staff to organize content
- Build learning objects and resources for professional development
- Manage the development and implementation of multimedia products
- Assist the department with completion of a special project

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

- Must have completed college level English
- Excellent attention to detail and ability to meet deadlines
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, email, internet)

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

- Ability to review digital graphics, animation, sound, video, photographs and images for errors
- Creative thinking and familiarity with basic design principles
- Interest in learning more about the field of education, including instructional design and instructional technology