



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

**Department Name:** Center for Learning Excellence (CLE)  
**Intern's Supervisor:** Kessandra Jackson  
**Timesheet Approver:** Kessandra Jackson  
**Assignment Location/Campus:** Metropolitan Campus, 2900 Community College Ave., Cleveland, OH  
**Job Category (Select up to 2):** Information Technology      Education  
**Number of Openings:** 2    **Work Schedule/Hours:** 10 Hours a week, TBD  
**Internship Duration:** 10 Weeks  
**Internship Dates:** May 28, 2019 /August 9, 2019

### Department Description:

The Center for Learning Excellence (CLE) supports the Metro adjunct and full-time faculty in designing and developing courses that promote student-centered learning. The CLE team includes a Senior Instructional Designer and an Instructional Technologist. This team positively impacts student success through their work with faculty. They are housed together and work collaboratively to design develop, and deliver professional development on a variety of topics surrounding andragogy and technology.

### Job Responsibilities:

- Create reusable learning objects for the CLE
- Create templates for our tutorials on how to use software
- Suggest style and create Kweb CLE pages
- Create posters, flyers, and other marketing collateral
- Assist the department with completion of a special project

### Required Qualifications:

- Information Technology, Visual Communication & Design, Marketing, or closely related major and/or experience
- Completed Coursework –IT 1010
- Proficient with Microsoft Office (Word, Excel, PowerPoint, email and internet applications)
- Strong communication skills (oral and written)

### Preferred Qualifications:

- Familiar with Adobe Suite