



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

**Department Name:** Compliance & Risk Management  
**Intern's Supervisor:** Joseph Amschlinger  
**Timesheet Approver:** Joseph Amschlinger  
**Assignment Location/Campus:** District Office, 700 Carnegie Ave., Cleveland, OH  
**Job Category (Select up to 2):** Marketing/Sales/Social Media Education  
**Number of Openings:** 3 **Work Schedule/Hours:** TBD  
**Internship Duration:** 10 Weeks  
**Internship Dates (Start/End):** May 28, 2019 / August 9, 2019

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

The mission of Compliance & Risk Management (a unit of the Office of Legal Services), is to implement the appropriate strategies and techniques to mitigate, transfer, or prevent loss to the College. Compliance and Risk Management are also charged with assisting the campus community with complying with federal, state and local laws, codes, and regulations as well as the College's own policies and protocols.

A cross-functional Tri-C team led by Compliance & Risk Management will be leading summer interns to assist the Tri-C community to collect survey data. Students will obtain responses for surveys that are used for accreditation compliance and institutional research, alumni & career development, and outreach purposes. Student interns will be encouraged to use their creativity and their experience with new and emerging technologies such as social media platforms and mobile technology to improve the number of survey responses.

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

- Contact current or former Tri-C students, and former employers/field experience sites to collect survey data by telephone, internet, mobile device, etc., with the goal of increasing response rates
- Ability and openness to learn how a survey is developed and for what purposes
- Research, investigate and test methods of collecting information and data
- Present data, findings and "lessons learned" to a diverse group of Tri-C stakeholders

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

- Ability to travel to various Tri-C locations (various campuses) as needed
- Comfort level with ambiguous situations and assignments where "the answer" or details about "how the task should be done" is not handed to the student
- Strong communication and hands-on problem solving skills
- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook and internet applications)

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

- Interest in pursuing a bachelor's degree in the liberal arts, information technology (data science), social sciences (communication, political science) or the business (marketing) field
- A desire or interest in pursuing graduate level work or conducting original research or investigation.