



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

Department Name: Counseling
Intern's Supervisor: Kerri Caine
Timesheet Approver: Kerri Caine
Assignment Location/Campus: Corporate College West, 25425 Center Ridge Rd., Westlake, 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)

The Counseling Center's objective is to support the academic, career and personal counseling needs of our students through a collaborative, holistic, and intentional approach. Counselors work with students to identify and achieve their academic and career goals, while exploring personal development. The Counseling team are also responsible for the First Year Experience, which includes New Student Orientation and Convocation, as well as the General Studies course and Student Success Workshops.

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

- Support daily office responsibilities, such as scheduling appointments and answering phones
- Help to develop marketing materials for potential use by Counseling and other students services
- Help prepare for New Student Orientations and Convocation events
- Assist students with enrollment process
- Assist Counseling, Financial Aid, and other student services with other duties as assigned

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

- Strong communication skills (oral and written) and ability to communicate in professional manner
- Able to work collaboratively and independently to accomplish goals and tasks
- Experience using Microsoft Office (such as Word, Excel, PowerPoint, Publisher) and/or other programs

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

- Education, Psychology, Business related interests or Associate of Arts major
- Strong customer service skills
- Comfortable learning how to work with data and new systems