



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

Department Name: Counseling
Intern's Supervisor: Jeanette Bell
Timesheet Approver: Jeanette Bell
Assignment Location/Campus: Metropolitan Campus, 2900 Community College Ave., Cleveland, OH
Job Category (Select up to 2): Customer Service/Office Administration Education
Number of Openings: 3 **Work Schedule/Hours:** 10 Hours a Week/TBD
Internship Duration: Other
Internship Dates (Start/End): June 3, 2019 / August 9, 2019

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

The Counseling Center offers academic, career, and personal counseling services to all students currently enrolled. New Student Orientation is a major function overseen by the counseling department. We also offer in-class student success workshops as well as host Gradfest and Mental Health and Wellness events.

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

- Assist with New Student Orientation (NSO) by helping students register for classes
- Escort groups of students on NSO rotations
- Share knowledge of student services departments and assist incoming students in those areas
- Provides clerical assistance for NSO by preparing packets
- Assist the department with a special project

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

- Excellent communications skills and the passion to help others
- Knowledge of student services departments
- Personable and friendly

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

- Customer service skills
- Soft skills such as positivity, and ability to speak responsibly