



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

Department Name: Educational Talent Search
Intern's Supervisor: Naima Lusane
Timesheet Approver: Naima Lusane
Assignment Location/Campus: Metropolitan Campus, 2900 Community College Ave., Cleveland, OH
Job Category (Select up to 2): Education Other
Number of Openings: 5 **Work Schedule/Hours:** Monday - Friday, Varies, 8:15 a.m. - 3:30 p.m.
Internship Duration: Other
Internship Dates (Start/End): June 3, 2019 / July 19, 2019

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

Educational Talent Search (ETS) is a federally-funded pre-college program created in 1965 as part of the Higher Education Act. Its design and purpose are to provide the skills and motivation necessary for students in grades 6 -12 to complete a program of secondary education and to enter and succeed in a program of post-secondary education of their choice. Participants receive a variety of free services and participate in scholastic, cultural, and enrichment activities. ETS also provides academic advising, study skills workshops, personal development, career counseling and exploration, college admissions assistance, tours, financial aid counseling, application assistance and scholarship assistance. During the summer (June – July) students engage in intensive course work in Math, Science, English, a foreign language, technology and activities to further prepare them for college and future careers.

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

- Assist with monitoring and logging of daily student attendance, behavior, and academic development
- Discuss assigned duties with classroom teachers in order to coordinate instructional efforts
- Special project – present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods
- Supervise students in classrooms, halls, and cafeterias; and with use of equipment
- Distribute teaching materials such as textbooks, workbooks, papers, pencils, tests and homework assignments to students and collect assignments when complete
- Grade homework and tests, compute and record results using answer sheets or electronic marking devices
- Assist students with special needs, e.g. (non-English-speaking students or students disabilities)
- Maintain computers in classrooms and laboratories, and assist students with hardware and software use
- Create newsletters, type, file, and duplicate materials
- Gather, compile, maintain and submit detailed participant data/records required for attendance and Summer Food Program

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

- Education, Business, Management, Information Technology, Graphic Design or related majors
- Ability to work well with others, follow directions, and teamwork
- Critical thinking
- Excellent verbal and writing skills

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

- Detail oriented
- Dependability - Being reliable, responsible, and dependable