



Summer Internship Program May 29, 2018 - August 10, 2018 Job Description

Department Name: Enrollment Center
Intern's Supervisor: Angela Moore
Timesheet Approver: Angela Moore
Assignment Location/Campus: Eastern Campus, 4250 Richmond Rd., Highland Hills, OH
Job Category (Select up to 2): Business Customer Service
Number of Openings: 5 **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 Enrollment Center works to provide student support and acts as the first point of interaction for prospective and current students. The Enrollment Center desk is a one-stop shop for questions about registration, class scheduling, payment and financial aid. Under the Enrollment Center, the Recruitment Specialists provide outreach to local high schools, career centers, community organizations and places of employment while assisting students throughout the admissions and enrollment process.

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

- Assist Recruitment Specialist with planning and executing recruitment events for the 2019 academic year
- Attending meetings with Recruitment Specialists
- Communicate with prospective students and assist with the enrollment process
- Provide campus tours and connect with incoming prospective students
- Assist the department with completion of a special project

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

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Experience in customer service
- Ability to problem solve and assist students at the Kiosks

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

- Familiar with Tri-C's enrollment process
- Comfortable presenting