



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

**Employer:** Judson Home Care  
**Assignment Address:** 2181 Ambleside Drive, Cleveland, OH 44106  
**Job Category:** Business  
Human Resources  
**Number of Openings:** 1  
**Work Schedule/Hours:** Flexible  
**Internship Duration:** 10 Weeks  
**Internship Dates:** 6/1/19 - 8/9/19

**Company Profile:**

Judson Services, Inc., is a not-for-profit, interdenominational organization, which has served Northern Ohio since 1906. Judson's mission is Bringing Community to Life. They offer: independent living, assisted living, memory support services, short-term rehabilitative and long-term skilled nursing care, home care, hospice, community memberships, and outreach initiatives. Management of Home Care division of Judson senior retirement community

**Job Responsibilities:**

- Spreadsheet management
- Filing
- Communications
- Compiling orientation, training, communication documents

**Required Qualifications:**

- Business major
- Office equipment skills

**Preferred Qualifications:**

- Human Resource knowledge
- Administrative Assistant experience