



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

Department Name: Health Careers and Sciences
Intern's Supervisor: Sharyse Jones
Timesheet Approver: Sharyse Jones
Assignment Location/Campus: Metropolitan Campus, 2900 Community College Ave., Cleveland, OH
Job Category (Select up to 2): Healthcare/Laboratory Customer Service/Office Administration
Number of Openings: 1 **Work Schedule/Hours:** 20 Hours a Week, 9:00 a.m. 5:00 p.m., TBD
Internship Duration: 5 Weeks
Internship Dates (Start/End): May 28, 2019 / June 30, 2019

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

The Health Careers Enrollment Center is the main communication and application processing center for the more-than-30 Health Career Programs at the College. This high traffic, student-focused office houses Program Directors and staff that work to meet the needs of prospective and current Health Career Program students.

One of the Health Career Programs offered at Tri-C is Human Services. Human Services workers are on the front-line in any community, making a difference every day for people who need it most. The 2-year Human Services Associates of Applied Sciences Degree program prepares students for employment as a Social Work Assistant or Licensed Chemical Dependency Counselor II with a range of skills including: intake, assessment, screening, crisis intervention, community support, case management, group facilitation, advocacy, education, and prevention.

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

Practicum/Internship Project includes the activities below:

- Assist the department with updating the program practicum and internship lists
- Assist the department by answering phone inquiries and requests
- Typical office tasks such as filing, word processing and answering phone calls
- Other duties as assigned

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

- Strong customer service and communication skills
- Proficient with Microsoft Office Suite (Word, Excel, Outlook and internet applications)
- Strong organizational skills
- Ability to follow directions and function independently with attention to detail

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

- Human Services Major or other Health Careers Major