



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

Department Name: Learning Commons
Intern's Supervisor: Constance Clemons
Timesheet Approver: Constance Clemons
Assignment Location/Campus: Metropolitan Campus, 2900 Community College Ave., Cleveland, OH
Job Category (Select up to 2): Education
Number of Openings: 1 **Work Schedule/Hours:** 20 Hours a Week, TBD
Internship Duration: 5 Weeks
Internship Dates (Start/End): May 28, 2019 / August 4, 2019

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

The Learning Commons is a consortium of primarily four college resources: library, open computer lab, media services and tutoring. The Tri-C Library provides students, faculty, staff and community patrons access to a wealth of information resources including books, journals (both print and electronic), media, and more. Our open computer lab resources include Windows and Mac workstations with high speed Internet and various software applications. Media Services provides a wide variety of media/support services to all Tri-C Faculty and Staff. Tutoring Services offers free tutoring for current Tri-C students and is available by appointment or walk-in. Our aim is to equip students so that they will be successful throughout their academic journey

The Learning Center off-campus site student interns will interact and relate with the community and Learning Center staff to serve as a positive role model. The Learning Center Assistant collaborates and works as a team with other Assistants, Interns, Instructors, and Supervisors. They play an active and supportive role in carrying out the goals, themes and schedule of the learning center program(s). They are accountable for monitoring the learning center, and must foster a safe, positive and active learning environment to consistently deliver high quality experience. The student interns will work with our community partners at Rainbow Terrace.

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

- Plan, monitor and lead organized games and other age appropriate activities for community and learning center members
- Monitor and participate with groups of community and learning center members in a variety of indoor and outdoor activities; including but not limited to swimming, games, arts/crafts, field trips and more
- Track and document community and learning center member records
- Assist with daily set-up and daily clean up
- Preserve and respect resident confidentiality
- Other duties as assigned by management

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

- Minimum 6 months related experience or expertise through education
- High energy and strong interpersonal skills
- Attention to detail, excellent organizational and proofreading skills
- Ability to work collaboratively
- Basic computing skills, knowledge of Microsoft Office applications
- Ability to work with or to learn to work with today's technology.

- Able to handle emergency situations

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

- N/A