



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

Department Name: Legal Services Department
Intern's Supervisor: Lisa Horvath
Timesheet Approver: Renee Richard
Assignment Location/Campus: District Office, 700 Carnegie Ave., Cleveland, OH
Job Category (Select up to 2): Legal/Public Safety/Criminal Justice Business
Number of Openings: 1 **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)

To support the mission of Cuyahoga Community College by providing innovative, practical and high quality legal advice and counseling to the College community.

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

- Perform legal and factual research, conduct record reviews and productions in connection with public record requests, subpoenas and/or litigation
- Organize and analyze information, prepare written reports, and assist with drafting legal documents
- Prepare correspondence, check and edit documents for accuracy
- Assist with records research
- Complete a special project assigned by the department in support the Legal services

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

- Enrolled in the Tri-C Paralegal Program
- Excellent Microsoft Office skills
- Proficient in Microsoft Outlook
- Excellent written and verbal communication skills
- Organized and detail oriented
- Ability to work independently

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

- Paralegal Program