**Department Name:** Mandel Humanities Center  

**Intern’s Supervisor:** Sheila Jones  

**Timesheet Approver:** Sheila Jones  

**Assignment Location/Campus:** Eastern Campus, 4250 Richmond Rd., Highland Hills, OH  

**Job Category (Select up to 2):** Liberal Arts/Humanities Other  

**Number of Openings:** 1  

**Work Schedule/Hours:** Wednesday & Thursday, 9:00 a.m. - 12:00 p.m.,  
& Friday, 12:00 p.m. 4:00 p.m.  

**Internship Duration:** 10 Weeks  

**Internship Dates (Start/End):** May 28, 2019 / August 9, 2019  

**Department Description:** (e.g. mission statement, department responsibilities)  
The mission of the Jack, Joseph and Morton Mandel Humanities Center (MHC) is to provide a unique environment for meeting the intellectual and academic needs of Mandel Scholars in a holistic manner and to broaden engagement in humanities scholarship. The Center provides a distinctive academic experience that fosters the study of the humanities through innovative teaching, collaborative/team learning opportunities, seminars and lectures, and civic engagement opportunities designed to expand critical thinking skills and develop leadership skills.  

**Job Responsibilities:** (e.g. functions and/or projects)  
- Assist the MHC staff with general clerical duties and day to day activities  
- Greet walk-ins, answer phones, take messages  
- Assist with filing, data entry, copying and faxing  
- Adhere to the College’s confidentiality policy  
- Assist the department with special projects  

**Required Qualifications:** (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)  
- Maintain satisfactory academic progress  
- Proficient with Microsoft Office Suite (Word, Email and internet applications)  
- Good organization skills and attention to detail  
- Strong communication skills (oral and written)  
- Flexible  

**Preferred Qualifications:** (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)  
- Completed coursework: MATH 1100 or higher and ENG 1010 or higher  
- Willingness to learn new technology