



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

Department Name: Ohio College Tech Prep
Intern's Supervisor: Jamie Bollinger
Timesheet Approver: Jamie Bollinger
Assignment Location/Campus: Metropolitan Campus, 2900 Community College Ave., Cleveland, OH
Job Category (Select up to 2): Education Customer Service/Office Administration
Number of Openings: 1 **Work Schedule/Hours:** 2 Days a Week; 10 Hours a Week
Internship Duration: 10 Weeks
Internship Dates (Start/End): May 28, 2019 / August 9, 2019

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

Tech Prep mission: To increase student access to quality career-technical education pathways by connecting secondary and post secondary partners and leading the development of state approved programs of study.

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

- Work with school districts to collect transcripts and data
- Work collaboratively with staff toward identifying credit award and denial
- Responsible for copying and matching 100-300 transcripts per week
- Review student transcripts to identify eligibility requirements
- Communicate credit award/denials with Tech Prep students and outstanding items
- Participate in a special project that will research past Tech Prep graduates and their post-secondary choice

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

- Strong organizational skills
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, email, internet)
- Ability to work in a team environment
- Must have reliable transportation

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

- Able to follow multiple step directions independently
- Works well in a diverse setting
- Interest in the education field