



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

**Department Name:** Public Safety Center of Excellence  
**Intern's Supervisor:** James Ploskonka  
**Timesheet Approver:** James Ploskonka  
**Assignment Location/Campus:** Western Campus, 11000 Pleasant Valley Rd., Parma, OH  
**Job Category (Select up to 2):** Legal/Public Safety/Criminal Justice  
**Number of Openings:** 2 **Work Schedule/Hours:** 2 Days a Week/Flexible  
**Internship Duration:** 10 Weeks  
**Internship Dates (Start/End):** May 28, 2019 / August 9, 2019

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

Since 1982, the Public Safety Training Institute has provided the best in law enforcement and fire training in Northeast Ohio. The Institute provides basic training through the police, fire, private security, corrections and bailiff academies as well as advanced training to support local emergency response services in our communities. Tri-C's academies train more emergency response professionals than any other academy in Ohio. The KeyBank Public Safety Training Center on the Western Campus, dedicated in June 2016, features specialized simulation areas that provide unparalleled opportunities for realistic, hands-on skills training.

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

- Online research
- Spreadsheets
- Miscellaneous special projects in support of the Public Safety Center of Excellence

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

- Major in one of the Public Safety Center areas, ie: Paralegal, CCR, Criminal Justice, Environmental Health and Safety, Police Academy, EMS, or Fire Academy
- Strong communication skills, both oral and written
- Proficient with Microsoft Office Suite (Word, Excel and internet applications)

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

- Some knowledge of Microsoft PowerPoint
- Able to do research online
- Ability to write memos