



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

Department Name: Social Sciences, Conflict Resolution and Peace Studies (CR&PS)
Intern's Supervisor: Tyler Olson
Timesheet Approver: Courtney Clarke
Assignment Location/Campus: Western Campus, 11000 Pleasant Valley Rd., Parma, OH
Job Category (Select up to 2): Liberal Arts/Humanities Education
Number of Openings: 1 **Work Schedule/Hours:** Monday-Wednesday, 9:30 a.m. - 1:00 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 Conflict Resolution and Peace Studies (CR&PS) program at Cuyahoga Community College empowers students through innovative instruction to understand and transform human conflict, promoting peace in the family, community, and world. The CR&PS program is a college-wide program that primarily manages the short-term academic certificate in Conflict Resolution and Peace Studies and the Sustained Dialogue program. Additionally, it collaborates with departments to provide professional development training and programming to students, faculty and staff focused on civility, diversity and inclusion, and collaborative processes.

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

- Aid in planning and assessment for the Sustained Dialogue program and other professional development programs facilitated by the CR&PS department
- Help with the promotion of the Conflict Resolution and Peace Studies certificate program on campus and in the community
- Propose and design a special project that applies conflict resolution and peace-building principles on campus or in the community
- Participate and assist with the Cleveland area Common Ground initiative on June 30th
- Meet with key stakeholders in the greater Cleveland area, and learn how to apply conflict and peace lenses to community building and community change efforts

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

- Completed at least one of the Conflict Resolution and Peace Studies short-term certificate courses (or currently enrolled)
- Proficient with Microsoft Office Suite (Word, Excel, Email and internet applications)
- Strong communication skills (oral and written)

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

- Coursework -- POL 1040, POL 2040, and POL 2140
- Self-directed and strong time management skills
- Strong interpersonal and communication skills