



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

Department Name: Student Affairs, Access & Completion
Intern's Supervisor: Nache Brown
Timesheet Approver: Nache Brown
Assignment Location/Campus: Metropolitan Campus, 2900 Community College Ave., Cleveland, OH
Job Category (Select up to 2): Customer Service/Office Administration Business
Number of Openings: 1 **Work Schedule/Hours:** M-F, 1:00 p.m. - 5:00 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 responsibility of the Student Affairs Office is to advocate for the student population here at the college. We provide leadership in the development of services and programs to enrich student life and enhance the student experience. The department works directly or indirectly with Counseling, Enrollment Center, Student Success, Special Service, Student Support Services, Women in Transition (WIT), Early College, College Credit Plus (CCP), Career Centers, Student Accessibility Services, other Academic areas.

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

- Assist with New Student Convocation
- Assist with Mobile Concierge
- Assist with records management
- As part of a project, assist the department with connecting students and employees to resources

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

- Ability to maintain Strict Confidentiality code
- Good organizational skills
- Detailed oriented
- Basic computer skills; use of Microsoft Office applications

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

- Previous experience in an administrative setting