



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

Department Name: Upward Bound Math and Science
Intern's Supervisor: Terry Sanders
Timesheet Approver: Terry Sanders
Assignment Location/Campus: Metropolitan Campus, 2900 Community College Ave., Cleveland, OH
Job Category (Select up to 2): Education Other
Number of Openings: 4 **Work Schedule/Hours:** Monday - Friday, Varies, 8:15 a.m. to 3:30 p.m.
Internship Duration: Other
Internship Dates (Start/End): June 10, 2019 / July 19, 2019

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

The Upward Bound Math & Science (UBMS) Program prepares economically and educationally disadvantaged students with the academic skills, knowledge and motivation necessary for success in high school and college. Students receive college prep services and exposure to educational and career opportunities in Science, Technology, Engineering, Medicine and/or Mathematics (STEM). The program is federally funded and serves 56 students. During the summer (June – July), students engage in intensive coursework in Science, Technology, English, Mathematics, Foreign Language and career related trips to further prepare them for college and future careers.

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

- Assist Office Assistant with clerical duties
- Assist classroom teachers with classroom management, distributing and collecting educational materials, taking attendance, grading assignments, copying materials and other duties as assigned
- Assist students with basic computer use (accessing the internet, logging on, printing, etc.)
- Attend staff meetings as required
- Assist with Summer Food Service Program

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

- Education, Business, Management, Information Technology, Graphic Design or related majors
- Proficient with Microsoft Office Suite (Word, Excel and internet applications)
- Excellent verbal and written skills
- Ability to work in a fast past, constantly changing environment
- Ability to work with a team
- Being a creative, independent thinker

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

- Attention to Detail – thorough in completing work tasks
- Dependability – being reliable and responsible
- Integrity – being honest and ethical
- Initiative – self motivated
- Experience working with high school students