



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

Department Name: Adult Diploma Program
Intern's Supervisor: Victoria Berry
Timesheet Approver: Victoria Berry
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:** Monday - Thursday 10:00 a.m. - 3:00 p.m.
Internship Duration: Other
Internship Dates (Start/End): May 28, 2019 / August 9, 2019

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

The Adult Diploma Program in partnership with the Ohio Department of Education provides a pathway for adults 22 years of age and older to a high school diploma. We provide orientations for new students, tutoring for current students, answer-incoming calls for information, facilitate outside information sessions. The mission of the Adult Diploma Program is to provide a pathway for all Cuyahoga County adults over the age of 22 with a pathway to a high school diploma.

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

- Answer phone calls
- Support orientation facilitator
- Support student learning/tutoring
- Miscellaneous office duties
- Assist the department with a special project

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

- Eligible for college level Math and English
- Ability to work with diverse population
- Effective communication skills
- Excellent customer service skills
- Dependable

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

- Computer literate