



Summer Internship Program May 26, 2020 - August 7, 2020 Job Description

Department Name: Curriculum Development
Intern's Supervisor: Tani Ali
Timesheet Approver: Tani Ali
Assignment Location/Campus: Jerry Sue Thornton Center (JSTC), 2500 East 22nd St., Cleveland, OH
Job Category (Select up to 2): Education Other
Number of Openings: 1 **Work Schedule/Hours:** 8:30 a.m. – 5 p.m. /Flexible, TBD
Internship Duration: 10 Weeks
Internship Dates (Start/End): May 26, 2020 / August 7, 2020

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

The Office of Curriculum Development oversees production of the College Catalog, works with faculty to develop new curriculum and revise existing curriculum, updates and maintains course information in the College's Student Information System (Banner), manages the College's online Curriculum Development and Approval system.

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

- Assist in proofreading the College Catalog
- Assist in reviewing and renaming Historical Semester Outlines to reflect time period offered
- Downloading Semester Course Outlines
- Provide general office support
- Work on special projects as assigned

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

- Completed ENG-1010 College Composition I
- Familiarity with Microsoft Office Suite (Word, Excel, PowerPoint and Outlook)
- Works well independently
- Learns software easily

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

- ENG-1020 College Composition II
- Liberal Arts\Education\English or Information Technology based major