



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

Department Name: Health Industry Solutions
Intern's Supervisor: Marquita Rockamore
Timesheet Approver: Marquita Rockamore
Assignment Location/Campus: Manufacturing Technology Center, 2415 Woodland Ave., Cleveland, OH
Job Category (Select up to 2): Healthcare/Laboratory Liberal Arts/Humanities
Number of Openings: 1 **Work Schedule/Hours:** Monday and Wednesday, 9:00 a.m. – 3:00 p.m. /TBD
Internship Duration: 10 Weeks
Internship Dates (Start/End): May 26, 2020 / August 7, 2020

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

The Center for Health Industry Solutions offers fast-track workforce training programs to help individuals enter the health care field, pursue continuing education or attain professional certification. The non-credit certificate programs are short-term (24 weeks or less) and are designed to meet both individual and business needs.

Classes are held at various Cuyahoga Community College and Corporate College campus sites and are scheduled for convenience during the day, in the evenings and even the weekends. Our experienced and professional instructors utilize a comprehensive curriculum and various resources to deliver quality, value-based educational programs.

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

- Assist students with study sessions
- Make edits and updates to manuals and curriculum provided to students
- Review files and check for required materials and information
- Assist with course set-up, copy instructor materials, complete binders and make sure classrooms are set-up

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

- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Publisher and internet applications)
- Excellent written and verbal communication skills
- Ability to work well with a diverse student population

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

- Ability to research and locate information
- Ability to meet deadlines
- Interest in Healthcare
- Interest in helping others