



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

Department Name: Student Services
Intern's Supervisor: Maureen Leff
Timesheet Approver: Maureen Leff
Assignment Location/Campus: Brunswick University Center, 3605 Center Rd., Brunswick, OH
Job Category (Select up to 2): Customer Service/Office Administration Other
Number of Openings: 1 **Work Schedule/Hours:** 10 Hours a week/TBD
Internship Duration: Other
Internship Dates (Start/End): June 29, 2020 / September 3, 2020*

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

The Office of Student Services works to meet the needs of our students, faculty and community members. The office provides Enrollment, Counseling, ACCESS, College Credit Plus (CCP), and Financial Aid services. Additionally, the office provides an environment where all students are provided with the resources and services to aid and help them succeed. The Brunswick University Center (BUC) Student Services Department focuses on assisting new and continuing students to navigate College resources.

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

- Develop relationships with new students, encouraging their success at Tri-C
- Conduct New Student Review presentations for groups and individuals
- Provide guidance to incoming students regarding Tri-C resources and admittance to the College
- Provide administrative support to the Academic and Student Services Administrator (may include phone work, reports, student outreach and other general office assistance)
- Assist during New Student Orientations
- Assist the department with team projects and participate in committee meetings

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

- General knowledge of Microsoft Office applications
- Ability to navigate My Tri-c Space
- Excellent interpersonal and communication skills

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

- Customer service experience
- Prior office and/or clerical experience
- Banner experience