



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

**Department Name:** Transfer Center  
**Intern's Supervisor:** Marisa Cargill  
**Timesheet Approver:** Marisa Cargill  
**Assignment Location/Campus:** Western Campus, 11000 Pleasant Valley RD., Parma, OH  
**Job Category (Select up to 2):** Customer Service/Office Administration Other  
**Number of Openings:** 1 **Work Schedule/Hours:** Monday - Friday, 10 Hours a Week, Flexible  
**Internship Duration:** 10 Weeks  
**Internship Dates (Start/End):** May 26, 2020 / August 7, 2020

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

Our goal is help students navigate the process from degree completion at Tri-C to successful transfer to their 4-year college or university. We are able to provide resources and services to assist students with their transfer options, identify and connect with their four-year school to fit their goals. We also assist the students with completing application for admission to the college/university and support their transition from Tri-C.

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

- Complete updates to 4-year visit calendar
- Staff front desk and manage phone calls to triage questions and concerns for transfer process
- Provide referrals to other appropriate resources on and off campus
- Schedule appointments in the office during the summer
- Assist Transfer Specialist with college-wide programs, events, initiatives and projects during the summer

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

- Proficient with Microsoft Office Suite (Word, Excel, Email and internet applications)
- Strong communication skills (oral and written)

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

- Possible interest in transferring to a 4-year institution upon completion of associates degree
- Previous experience in customer service environment