



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

Department Name: Youth, Adult and Community Connections
Intern's Supervisor: Nichelle Knox
Timesheet Approver: Nichelle Knox
Assignment Location/Campus: District Office, 700 Carnegie Ave., Cleveland, OH
Job Category (Select up to 2): Education Other
Number of Openings: 2 **Work Schedule/Hours:** Monday - Friday, 10:00 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)

Youth, Adult and Community Connections is a component of Cuyahoga Community College's Division of Access, Learning, & Success. The unit provides services to both current and prospective students, including recruitment and enrollment growth initiatives, and scholastic K-12 programming. We provide programs and services to improve access, retention, and success for those in targeted groups (low-income, first generation, minority, women in transition, youth, recipients of public resources, etc.) among the eligible adult and youth population of the Greater Cleveland and surrounding areas. Tri-C's College Pathway Programs all share common goals, to increase educational opportunities for youth, assist students in gaining access to higher education, motivate students to participate in college courses while in high school, and provide opportunities to foster student success through interventions such as assessment, coaching, and mentoring.

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

- Assist staff with creating correspondence, mailing labels, and mail merges
- Organize departmental files, update electronic rolodex (Card Scan), copy, fax, scan documents for electronic filing
- Assist with any program event/open house
- Project based assignment

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

- Major in Business or Office Administration
- Must be able to type approximately 35 wpm
- Excellent verbal and written skills

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

- Attention to detail and thorough in completing work tasks
- Ability to use calculator
- Dependable, reliable, and responsible
- Integrity, honest and ethical