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Leadership in Higher Education

Adult & Continuing Education/Registration &

Records Intern (Split internship)

Department: Adult & Continuing Education/Registration & Records

Academic Affairs/Student Affairs (combined)

Title of Internship: Program Intern **(10 hrs. per week in each office)**

Preferred Background or Skills:

1. Experience with group facilitation and presenting
2. Knowledge of computer applications, including internet and campus-wide instructional technology
3. Strong organizational skills and attention to detail
4. Event planning experience is a plus

Mission Statement:

Adult and Continuing Education is dedicated to providing exceptional service and support to all non-traditional students pursuing their educational goals at Baldwin Wallace University.

Position Description:

This internship will be a 10 hour per week commitment. The other 10 hours will be completed in the Registration & Records Internship. In the office of Adult & Continuing Education, the Program Intern will gain experience and assist with department program planning and coordination of services for non-traditional students attending Baldwin Wallace University.

Major Internship Responsibilities:

* Coordinate events and programs for military/veteran students
* Assist with planning for new student orientation for non-traditional students
* Support non-traditional student retention through communication, recognition and events
* Assist new Adult and Continuing Education students with utilizing Web Express, Blackboard and campus resources
* Perform other duties as assigned

Special Considerations:

A second year LHE graduate student is preferred. Must have interest in working with non-traditional students.

Special Hours:

Some evening and weekend hours required

Unusual Tasks (that might require physical exertion, for example):

None

Required Travel:

May need to travel to BW East in Beachwood and to community events

Registration & Records Internship Description

Preferred Background or Skills:

1. Experience with liberal arts education

2. Excellent oral and written communication skills

3. Skill in multi-tasking and working well independently

4. Knowledge of computer applications

5. Understanding of FERPA requirements for student privacy and confidentiality

6. Commitment to BW’s Community Standard of Conduct and embracement of the professional ethics of the Ohio Association of Collegiate Registrars and Admissions Officers

Mission Statement:

As its name suggests, the primary mission of the Office of Registration and Records is the successful registration of students in classes and the careful maintenance of each student’s academic record.

The office seeks to provide personal service while utilizing an electronic registration and program audit system to streamline its many functions, which include: evaluation of work taken at other institutions, adding and dropping courses, processing grades and changing temporary grades, verifying enrollment for loan and employment purposes and finally, checking requirements so students may graduate and receive their diploma.

Position Description:

This internship will be a 10 hour per week commitment. The other 10 hours will be completed in the Adult & Continuing Education Internship. In the Office of Registration and Records, this position will offer a unique opportunity to participate in Commencement planning and all activities surrounding the graduation process. Duties will include reviewing Degree Audits, processing Applications for Graduation and Degree Completion forms, updating student records in Colleague, attending Commencement and handling waivers and substitutions.

Major Internship Responsibilities:

* Develop skills to process undergraduate Applications for Graduation (includes knowledge of core and major/minor requirements).
* Become proficient using Colleague to update student records
* Perform Degree Audits on all senior files with the goal of achieving “Anticipated Complete” status leading toward graduation
* With Associate Registrar, work with and identify seniors that need assistance finalizing their degree requirements (meetings, emails, phone calls)
* Process waivers and substitutions for Conservatory, Honors, and all other undergraduate day/evening students
* Special projects as assigned

Special Considerations:

None

Special Hours:

Intern must attend Commencement. Starting date is first week after Fall Semester begins. Working hours required during Christmas break and possibly Spring break (minimum 10 hours each.)

Unusual Tasks (that might require physical exertion, for example):

None

Required Travel:

None