The mission of The Learning Center is to engage and empower Baldwin Wallace undergraduate students to become active, independent learners.  We are committed to providing innovative, diverse support programs, services and resources designed to encourage unique student development and to promote academic excellence.

Position Description

The Learning Center (LC) and Disability Services for Students (DSS) Intern will assist The LC staff in the planning, implementation and evaluation of the LC programs and services.

* Assist Learning Center staff in LC presentations and requested programs.
* Assist in the assessment and evaluation of LC programs and services.
* Provide academic coaching to undergraduate students on study strategies, time management and overall academic success.
* Assist in the maintenance and growth of the Supplemental Instruction Program (SI).
* Assist in the training of SI leaders and tutors.
* Assist in the evaluation of SI and tutoring sessions.
* Participate in LC staff meetings.
* Maintain social media sites (develop ideas for giveaways, contests, postings, etc.).
* Conduct research for best practices for LC and DSS
* Perform other duties as assigned.

Preferred Background or Skills

There are several background skills and abilities we are looking for in our intern. Some of these include:

* Excellent written and interpersonal communication skills.
* Ability to handle and maintain confidentiality.
* Ability to work with a diverse population of students with diverse backgrounds, ethnicities, race, gender, socioeconomic status, disabilities, religion, etc.
* Willing to speak publicly.
* Strong work ethic and ability to exercise good judgment.
* Familiarity with the Microsoft Office Suite, including PowerPoint, Word and Excel.
* Must be flexible, collaborative and able to deal effectively with change.

Additional Information:

Special Considerations: There are no special considerations.

Special Hours: Some evenings and weekend hours may be necessary.

Unusual tasks (that might require physical exertion, for example): There are no unusual tasks

Required Travel: Some on-campus travel may be required for the classroom presentations and to various offices.