



# Leadership in Higher Education

## Institutional Planning, Compliance, and Partnerships

Department: Academic Affairs and Office of the President

Title of Internship: Institutional Planning, Compliance, and Partnerships Intern

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### Institutional Planning, Compliance, and Partnerships Internship Description

#### Position Description:

The intern in Institutional Planning, Compliance and Partnerships works directly with the Associate Vice President and will be assigned duties and projects that build on the intern's experience and enhance the intern's professional aspirations. The intern would be introduced to the full range of work done in this office and be afforded an opportunity to obtain experience and skill in assuming leadership for duties typical for a person responsible for the areas covered in the internship title.

#### Major Internship Responsibilities:

1. Assist the AVP in leading specific initiatives designed to enhance student enrollment through partnerships with educational institutions and businesses.
2. Work with the AVP and College stakeholders from various offices to identify and build transfer articulations with area community colleges to support the enrollment of associate degree graduates to Baldwin-Wallace College.
3. Improve the robustness of the College Strategic Plan by identifying appropriate performance indicators.
4. Maintain active communication with institutional stakeholders and consult direction, as appropriate given assignment.
5. Assist in the implementation of new initiatives related to institutional planning, compliance and partnerships.
6. Develop an operational understanding of strategic planning and the importance of leadership and communication in the strategic planning process.
7. Develop an operational understanding of federal and state compliance as applicable to the academic program of the College.
8. Work across functional areas of the College to facilitate initiatives.
9. Coordinate a strategic plan initiative and present updates on progress to appropriate group(s).
10. Perform other duties as assigned.

#### Preferred Background or Skills:

1. Knowledge of computer applications, including internet, word processing, and databases
2. Skill in written and interpersonal communication
3. Ability to provide leadership and direction
4. Strong analytical and problem solving skills
5. Willingness and ability to work effectively in team setting

**Special Considerations:**

None

**Special Hours:**

Will be expected to keep regular office hours totaling 20 hours per week.

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

None

**Required Travel:**

Possible