



Leadership in Higher Education Enrollment Services at LCCC

Department: Enrollment Services
Lorain County Community College
1005 Abbe Road North
Elyria, Ohio 44035

Title of Internship: Enrollment Services Intern

Enrollment Services Internship Description

Position Description:

The Lorain County Community College (LCCC) graduate intern is encouraged to spend his/her year-long internship becoming familiar with LCCC, its students, and curriculum and all aspects of the Enrollment Services Division by advising students, teaching classes and specializing in one or two areas of Enrollment Services. The graduate intern will be expected to be current with institution-wide policies, procedures, and programmatic offerings of LCCC. As a fully accepted member of the Enrollment Services team, the graduate intern will be able to engage in a variety of activities that will enhance his/her professional growth and development. Similarly, an intern is recognized as a significant contributor to the overall work of the Division. Supervision for the graduate intern will be provided by a full time counselor. Generally speaking, the intern should anticipate spending approximately 10 hours per week engaged in direct delivery of academic advising services to students.

About LCCC:

The Lorain County Community College experience introduces students to a campus environment and encourages personal exploration, growth and discovery of new interests. LCCC offers a unique and rewarding experience because of its courses, educational partnerships, professors, students, facilities and setting. LCCC is one of Ohio's fastest-growing community colleges because of the variety of learning opportunities it provides. LCCC offers an array of programs and services and has the following distinctions:

- The only community college in the state that offers a University Partnership. The partnership enables people to earn bachelors' and masters' degrees from any of eight Ohio universities without leaving the LCCC campus.
- The first college in the state to build an advanced technologies center for business and industry.
- Students can utilize the LCCC Fab Lab, which is aligned with MIT.
- The largest provider of e-learning programs in northern Ohio.
- The first college in the state to offer podcast lectures on iTunesU.

- Distance learning courses provided by Lorain County Community College have received the “best practices in student services” designation from the Ohio Learning Network (OLN). Courses that provide “best practices” have met the state’s quality guidelines for teaching and learning in distance-learning coursework. OLN is a consortium of 65 public and independent colleges and universities in Ohio and is an initiative of the Ohio Board of Regents.
- Students can earn an associate of arts degree online.
- The only community college in the state certified to provide category one continuing education for physicians through the Lorain County Physician/ Community College CME Consortium.
- Acknowledged by the Ohio Partnership for Excellence in 2001 and 2006 with the Tier 3: Achievement for Excellence Award.

About Enrollment Services at LCCC:

The Division of Enrollment Services is located on the first floor of the Barbara and Mike Bass Library / Community Resource Center. The Division encompasses admissions, records, registration, testing & assessment, transfer, counseling, and advising services for the entire campus community.

Enrollment Services is a one stop center that provides admissions, registration academic advising, and counseling services to current and prospective students. Because of the limited availability of office space across campus, the graduate intern may be required occupy shared office space a manner similar to adjunct faculty. The typical office will include a desk, computer (with camera & microphone), side table, and room for 1 – 2 additional chairs. Access to an individual desktop printer or multi-user network printer will likewise be available.

Major Internship Responsibilities:

1. Provide educational planning and academic advising to students to assist them in educational scheduling, planning and goal setting.
2. Refer students with personal or emotional problems to a licensed counselor or psychologist.
3. Assist in teaching College 101 (SDEV 101) courses as needed.
4. Assist with current retention projects, and the development and implementation of future projects.
5. Assist with registration activities.
6. Assist with any other programs or processes related to Enrollment Services as needed.
7. Meet with internship supervisor regularly to assess internship, receive guidance, gather information, determine schedule and to generally keep abreast of activities in Enrollment Services.

Preferred Background or Skills:

1. Interns should be self-motivated and enthusiastic practitioners, eager to learn and willing to help advance the goals of the Enrollment Services Division and Lorain County Community College at large.
2. Experience with diverse, non-traditional, and first generation student populations will be a beneficial asset for the intern.

Special Considerations:

None

Special Hours:

None

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

None

Required Travel:

LCCC currently has three outreach centers located in Lorain, Wellington and Brunswick — the intern may be required to travel to one of these sites on occasion to offer advising and other related services.