



Leadership in Higher Education

Office of Special Needs Services at LCCC Intern

Department: Office of Special Needs Services
Lorain County Community College
1005 Abbe Road North
Elyria, Ohio 44035

Title of Internship: Special Needs Services Intern

Special Needs Services Internship Description

Position Description:

An internship with the Office for Special Needs at Lorain County Community College will provide the graduate intern with opportunities to assist in an office that has a wide variety of disability-related issues among a population of 1400+ registrants.

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.

Major Internship Responsibilities:

1. Assist students who need help learning the assistive technologies that are available to them and how to implement those technologies for their particular needs. Some of those technologies will include Kurzweil, Dragon Naturally Speaking, Smartpen and DAISY.
2. Research some of the latest technologies and will make available a continuity of assistive technology services to the Outreach Centers of LCCC.
3. Research best practices related to academic support services (preparing reports accordingly).
4. Provide updates to the website with details related to Assistive Technology
5. Focus on transitioning new students to the college environment with regard to the technological accommodations that are available to the student, with the intern providing training to upcoming students including the facilitation of orientation sessions
6. Work with publishers to initiate digital text orders
7. Assist with processes that include survey design, development, disseminations, and report preparation of findings (may include analysis and recommendations)
8. Attend meetings as necessary
9. Other duties deemed appropriate for the intern by the supervisors.

Preferred Background or Skills:

None

Special Considerations:

An internship in this position will provide the Intern with contact with a very diverse population of students and their needs as well as contact with faculty, staff, publishers and assistive technology companies.

Special Hours:

None

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

None

Required Travel:

Will require traveling to multiple campus locations (Elyria, Lorain, Brunswick, Wellington).

