



# Leadership in Higher Education

## Advising and Orientation Intern at Tri-C West

Department: Counseling Center-Western Campus  
11000 Pleasant Valley Road  
Parma, OH 44130  
1-800-954-8742

Title of Internship: Advising and Orientation Intern

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### [Tri-C West Advising and Orientation Intern](#)

#### Position Description:

The Tri-C West Graduate Intern in Advising and Orientation is encouraged to spend his/her year-long internship becoming familiar with Tri-C West, its students, and curriculum and all aspects of advising students, conducting orientation and further developing student success initiatives. The graduate intern will be expected to be current with institution-wide policies, procedures, and programmatic offerings of Tri-C West. As a full member of the 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 Counseling Center. Supervising and mentoring the graduate intern will be the Director of the Counseling Center and the Dean of Student Affairs. The position is a 20 hour/week commitment.

#### About Tri-C:

Cuyahoga Community College (Tri-C) opened in 1963 as Ohio's first community college and remains Ohio's oldest and largest public community college. For almost 50 years, Tri-C has provided high quality, affordable education and programs to more than 800,000 members of our community. Each semester, Tri-C offers more than 1,000 credit courses in more than 140 career and technical programs, as well as liberal arts curricula. More than 600 non-credit workforce and professional courses are also offered each year. Tri-C offers more than 700 Distance Learning courses and more than 130 courses are various locations throughout the community. Tri-C has campuses in Parma, Highland Hills, Westlake, Brunswick, and downtown Cleveland, and Corporate College locations in Warrensville Heights and Westlake.

The College serves more than 55,000 credit and non-credit students annually and offers day, evening, and weekend classes; classes via television, the internet, and independent learning. Below is the student profile for Tri-C:

- Average age is 29 years old
- Student ages range from 15 to 75-plus
- Overall student to teacher ratio is 18:1

- 62% are women
- 35% are from minority groups
- 59% study part-time
- 59% are enrolled in technical job training courses
- 34% are taking courses to prepare for transfer to a four-year institution

### About Tri-C West:

The Western Campus opened in 1966 in the former Crile Veterans Hospital in Parma, commemorated on campus by a Veterans Memorial and Garden. The original facilities were replaced in 1975 with a six-building interconnected complex centered on a three-story glass-roofed Galleria. Students benefit from industry-standard laboratories and learning environments such as the new Health Careers and Sciences building, Advanced Automotive Technology Center, the Fire Tower and the Visual Communication Center of Excellence. We also offer an Evening and Weekend Associate Degree program for students who cannot attend daytime classes. Students and community members can also enjoy:

- Technology Learning Center and Library
- Key Career Place
- Gallery West
- Cultural events
- Athletic facilities, including a pool, outdoor track and athletic fields

### Major Internship Responsibilities:

1. Work alongside counselors to provide educational planning and academic advising to students to assist them in course scheduling, academic planning and goal setting.
2. Refer students with personal or emotional problems to a licensed counselor.
3. Assist with registration activities. Provide feedback on procedure and ideas to be used in future registration activities.
4. Schedule, oversee, and collect evaluations for Student Success Workshops for both fall and spring semester. Evaluate evaluations for possible changes and revisions.
5. Assist in the planning and implementation of [New Student Orientation](#). Provide ideas that can assist in developing structure and help to increase student involvement on campus.
6. Assist the [Student Success Specialist](#) with success initiatives including the Early Discovery Program and Peer Mentoring. Assist in determining the effectiveness of success initiatives and provide input for future initiatives.
7. Meet with internship supervisor regularly to assess the internship, progress on initiatives, receive guidance, gather information, and to generally keep abreast of activities related to advising and orientation.
8. Attend various administrative meetings and workshops.

### Preferred Background or Skills:

1. Basic knowledge of Student Affairs and Academic Affairs and how the offices interact to complete goals and tasks in a manner that best serves student needs.
2. Knowledge of computer applications, including internet, word processing, Excel, and databases.
3. Understanding of FERPA requirements for student privacy and confidentiality.

4. Ability to provide leadership and direction in a group setting, as well as the ability to work well independently.
5. Excellent interpersonal and written communication skills, including public speaking.
6. Experience with or eagerness to work with individuals who are from diverse, non-traditional backgrounds and who may be first generation college students.

**Special Considerations:**

None

**Special Hours:**

None

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

None

**Required Travel:**

The Intern may be required to travel to other branches of Tri-C to offer advising and other related services.