



# Leadership in Higher Education

## Learning Center and Disability Services Intern

Department: Learning Center and Disability Services Office

Title of Internship: Learning Center and Disability Services Intern

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### Learning Center and Disability Services Internship Description

#### Position Description:

The Learning Center & Disability Services Intern will assist the Director in the planning, implementation and evaluation of the Learning Center & Disability Services for Students programs and services.

#### Major Internship Responsibilities:

1. Teach study strategies course fall and spring semester.
2. Assist in the assessment and evaluation of LC programs and services
3. Provide academic coaching to undergraduate students on study strategies, time management and overall academic success.
4. Assist in the training of the tutoring staff and evaluate tutoring sessions for CRLA certification.
5. Assist in the training of Supplemental Instruction Leaders and evaluate SI sessions.
6. Participate in Learning Center staff meetings.
7. Maintain Facebook site (develop ideas for giveaways, contests, postings, etc.).
8. Oversee Learning Center and Disability Services blog.
9. Conduct research for best practices for Learning Center and Disability Services for Students.
10. Assist in the management of the Assistive Technology Lab.
11. Assist in the preparation and delivery of Learning Center presentations and Student Success Seminars.
12. Perform other duties as assigned.

#### Preferred Background or Skills:

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

1. Intern has excellent written and interpersonal communication skills.
2. Intern has the ability to handle and maintain confidentiality.

3. Intern has the ability to work with a diverse population of students with diverse backgrounds, ethnicities, race, gender, socioeconomic status, disabilities, religion, etc.
4. Intern is skilled at public speaking, creating PowerPoint presentations and has strong writing skills.
5. Intern has a strong work ethic and be able to exercise strong judgment.
6. Intern must be familiar with using Blackboard.
7. Intern must be familiar with the Microsoft Office Suite, including PowerPoint, Word, Excel and Access.
8. Intern must be flexible, collaborative and able to deal effectively with change.
9. Intern must be enthusiastic about Baldwin-Wallace College.

**Special Considerations:**

None

**Special Hours:**

Some evenings and weekend hours may be necessary.

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

None

**Required Travel:**

Some travel may be required for the classroom presentations and various offices on main campus.