



Leadership in Higher Education

Student Affairs Intern at Tri-C Metro Campus

Department: Student Affairs
Cuyahoga Community College, Metropolitan Campus
2900 Community College Ave
Cleveland, Ohio 44115-3196

Title of Internship: Student Affairs Intern, Tri-C Metro

Student Affairs Internship Description

Position Description:

The Student Affairs Intern at will work closely with the Dean, Assistant Dean and/or Directors on special projects and initiatives to support retention, student success, and student services. We will work closely with the intern to ensure project roles and expectations build on the intern's experience to enhance professional aspirations. The intern would be introduced to a variety of duties within the division and be afforded an opportunity to obtain experience and skills to build on leadership experience for future roles in student affairs administration.

Major Internship Responsibilities:

1. Assist the Dean of Student Affairs, Assistant Dean and/or Directors in leading specific initiatives or projects designed to enhance student retention, and/or student success.
2. Maintain active communication with Student Affairs staff to provide oversight and direction and communicate progress as appropriate given assignment.
3. Assist in the implementation of new initiatives within Student Affairs to support the strategic plan.
4. Develop an understanding of student and administrative issues within Student Affairs.
5. Collect, analyze, and summarize relevant feedback and other data associated with projects to determine impact on student success.
6. Perform other duties as assigned.

Preferred Background or Skills:

1. Basic knowledge of Student Affairs.
2. Knowledge of computer applications, including internet, word processing, and databases.
3. Skilled in writing reports and presenting materials to groups. Ability to provide leadership and direction.
4. College student mentoring experience or other leadership experience preferred.

Special Considerations:

None

Special Hours:

Schedule will vary based on programming or special events and may include some evening/weekend hours.

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

None

Required Travel:

Possible travel, locally, to attend meetings or conferences.