

# ***Fieldwork Opportunity at University of Redlands Registrar's Office – Counseling Students***

## **Description of Internship (duties and responsibilities):**

In cooperation with the Registrar and the Associate Registrars, the Registrar's Office Intern will work to provide a range of services to support students. This work may include the following: Learning and applying knowledge of University policies and procedures to assist students and faculty with forms submission; responding to student and faculty inquiries by phone and in person; data entry, and research and analysis of student data.

## **Intern Qualifications:**

Must have excellent written and oral communication skills; strong attention to detail; excellent problem-solving skills; the ability to work independently to meet deadlines in a fast-paced customer service environment.

## **Assignment Start Date:**

ASAP

## **Assignment End Date:**

Flexible

## **Internship Schedule (mandatory days and hours):**

Internship hours are flexible to your schedule. Business Office hours are Monday – Thursday 8:00 a.m. – 5:30 p.m. and Friday from 8:00 a.m. - 5:00 p.m.

## **Is the Site Flexible with Schedule?**

Yes

## **Is this an unpaid or paid Internship?**

Unpaid

## **Available Intern Employment After Training?**

No

## **Number of Openings:**

1 opening – Counseling Student

## **How to Apply:**

Prospective interns may email an introduction and resume to [Jennifer.Jung@redlands.edu](mailto:Jennifer.Jung@redlands.edu). Please include a brief statement about what you hope to gain from your internship experience with the Registrar's Office.