

Fieldwork Opportunity at University of Redlands Registrar's Office

Description of Internship (duties and responsibilities):

In cooperation with the Registrar and the Associate Registrars, the student will work to develop and implement a comprehensive and proactive approach in early communication with undergraduate students in the College of Arts and Sciences regarding a variety of topics. This may include working directly with students and/or through various means of electronic communication.

Intern Qualifications:

Experience with Microsoft Office. Detail oriented.

Assignment Start Date:

Negotiable – applications are currently being accepted for Fall 2017

Assignment End Date:

Negotiable

Internship Schedule (mandatory days and hours):

Must be while office is open. Office is open between 8:00AM and 5:30 PM M-TH and 8:00AM-5:00PM on Fri. Number of hours and schedule can be determined with Intern.

Is the Site Flexible with Schedule?

Yes

Is this an unpaid or paid Internship?

Unpaid

Available Intern Employment After Training?

No

Number of Openings:

2

How to Apply:

Please email introduction and/or CVs to Jennifer_Jung@redlands.edu. She will contact applicants to set up interviews with the Registrar.