

Fieldwork Opportunity at University of Redlands Registrar's Office – Higher Education Students

Description of Internship (duties and responsibilities):

In cooperation with the Registrar and the Associate Registrars, the Registrar's Office Intern will assist in the redesign of the University catalog including on-line catalog design. The intern will also work closely with Registrar staff to assist with curriculum management.

Intern Qualifications:

Must have excellent organizational skills and work well independently to complete tasks and meet deadlines. Proficient personal computer skills are essential.

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 – Higher Education Student

How to Apply:

Interested Graduate students may submit 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.