

# ***Fieldwork Opportunity at University of Redlands Student Financial Services***

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

Assist in the processing of Satisfactory Academic Progress (SAP) Process for all populations, including communication and counseling of students. Assist students with completion of missing documents and information. Assist in the processing verification for all populations, including communication and counseling of students. Provide a professional first point of contact for walk-in and telephone traffic, providing information and assistance to visitors, administration, faculty, students, and parents.

## **Intern Qualifications:**

Strong communication skills, both verbal and written, proficiency with numbers, proficiency with Microsoft office suite.

## **Assignment Start Date:**

ASAP

## **Assignment End Date:**

TBD

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

Office is open, 8am to 5pm Monday through Friday. Any hours during that time are helpful. Flexible hours.

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

Unpaid

## **Number of Openings:**

1 opening

## **How to Apply:**

Submit resume to Emily Baker at [emily\\_baker@redlands.edu](mailto:emily_baker@redlands.edu)

## **Additional Information:**

This internship opportunity is located on the University of Redlands main campus.