

Fieldwork Opportunity at University of Redlands Academic Success & Disability Services Department

Description of Internship (duties and responsibilities):

You will be able to have an amazing experience here with us at Redlands. Our opportunity includes creating four year plans, outreach, leading Academic Skills Workshops and having your own caseload with our new educational program. Other duties as assigned.

Intern Qualifications:

Dedicated, independent, and committed individuals, basic individual counseling skills, open-minded to learn new things, computer skills especially PowerPoint, Excel, and Outlook is a plus.

Assignment Start Date:

Spring 2018 (1 year)

Assignment End Date:

Spring 2019

Internship Schedule (mandatory days and hours):

Monday -Thursdays 8am-9pm and Fridays 8am-5pm. We typically have interns work 3-5 hour time slots twice a week based on Intern availability and need. A few weekend events as needed and optional.

Is the Site Flexible with Schedule?

Yes

Is this an unpaid or paid Internship?

Unpaid

Available Intern Employment After Training?

Not at this time but all Interns are welcome to apply for employment at Redlands and work with our Professional Development team or career services department to assist them to gain employment.

Number of Openings:

3 to 5

Additional Information (deadlines, trainings, etc.):

We would like to collect resumes now to May 18' and consider potential interns resumes reviewed then more forward with the screening process. As soon as we have 3-5 potential good candidates that have been interviewed they will be trained in May and ready for the Fall semester. This timeline is tentative based on how much interest we receive and how quickly we can train new Interns based on everyone's schedules and need.

How to Apply:

Please email Sabrina Wilhelm, Assistant Director of Academic Success, your resume and/or questions at sabrina_wilhelm@redlands.edu .

You may also call Sabrina Wilhelm at 909-748-8104 for questions.

Any Additional Information (links, websites, etc.):

To gather a solid understanding of the types of services we offer and the presentations we have please click: <http://www.redlands.edu/student-life/academic-success-and-disability-services/academic-success/services-and-programs/>