

Fieldwork Opportunity at University of Redlands School of Business Student Services

Description of Internship (duties and responsibilities):

The Student Services Intern will assist the Director of Student Services and Student Services Managers in providing a range of services supporting students, alumni, and friends of the School of Business and University. This includes the following functions: student support services; outreach, events, and programming; and, research and analysis of student information.

Intern Qualifications:

Excellent communication skills in writing, speaking, and listening. Very detail-oriented with ability to following instructions and work independently. Excellent organizational and analytical skills. Must possess the ability to manage complex tasks and meet deadlines. Must have strong personal computer skills including experience with spreadsheets, data analysis, word processing, and presentation skills. Must be highly proficient with software applications including but not limited to Excel, Outlook, Word, and PowerPoint.

Assignment Start Date:

Flexible

Assignment End Date:

Flexible

Internship Schedule (mandatory days and hours):

We are flexible and can work with your schedule. Office hours are Monday – Thursday from 9-6 and Friday 8-5. Occasional weekends and evenings for special events.

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 openings

How to Apply:

Please email introduction and resume to SBStudentServices@redlands.edu. Please include what you are hoping to gain from an internship in student services.

Additional Information:

To learn about the School of Business and the services offered, please visit the following:
<http://www.redlands.edu/study/schools-and-centers/school-of-business/student-resources/>