

ACADEMICS AND INTERSHIPS INTERN

REPORTS TO:

Manager of Academics and Internships

DESCRIPTION:

The Academics & Internships Intern assists the Manager of Academics and Internships with processes related to academics and IP internship programs.

DUTIES:

- Review course and registration information, including checking course spreadsheets, online information, and Wavenet information
- Check and verify other documents, such as syllabi, convo grades, and textbook lists
- Assist with internship program recruitment, preparation, and student support
- Special projects as assigned

QUALIFICATIONS:

- Strong attention to detail
- Respect for confidentiality
- Knowledge of Google software (Google Drive, Google Docs, Google Sheets, Google Forms)
- Comfort presenting to small groups
- Preference given to IP internship program alumni
- Must have Federal work study or Pepperdine work study