

## **ACADEMICS AND INTERNSHIPS 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:**

- Check course spreadsheets and PeopleSoft for errors and corrections
- Check and verify other documents, such as syllabi, convo grades, and textbook lists
- Assist with DC internship workshops
- Special projects as assigned

### **QUALIFICATIONS:**

- Strong attention to detail
- Respect for confidentiality
- Knowledge of Google software (Google Drive, Google Docs, Google Sheets, Google Forms)