

Education Services Intern

Part-time, Unpaid



Position Summary:

The Education Services Intern will offer administrative support to Education staff, act as a substitute tutor as needed, and assist with additional duties assigned by the Education Services Team Lead.

Accountability:

The Education Services Intern will report to the Education Services Team Lead.

Qualifications:

- Good interpersonal skills and willingness to communicate through language barriers and cultural differences
- The ability to work independently
- General computer and office skills
- The ability to handle sensitive information in a confidential manner

Responsibilities:

- Welcome and facilitate volunteer/student pairings
- Assist with scheduling of volunteer/student pairings
- Facilitate student registration and schedule assessment appointments
- Tutor students
- Assist with administrative work such as filing, answering the telephone, making copies, etc.
- Record student and volunteer attendance
- Complete special projects as assigned by the Education Services Team Lead