

Fieldwork Opportunity at University of Redlands, Registrar's Office

Higher Education Position

Description of Internship (Duties and Responsibilities):

In cooperation with the Registrar and the Associate Registrars, the Registrar's Office Intern(s) will assist in:

- Development of articulation agreements and with the transfer student processes;
- Processing of Modification of Degree Requirement and Major/Minor Declaration forms;
- Course scheduling, logistics, and analysis;
- Review and design of the transcript process for the Johnston Center for Integrative Studies;
- Review, development, and implementation of the degree completion communication process for junior-standing students;
- Student communication planning and management. The intern will also work closely with Registrar staff to assist with curriculum management.
- Processing of petition requests for waivers of academic regulation.

This is an unpaid internship.

Available Intern Employment after Training: No

Number of openings: 2

Qualifications:

Must have excellent organizational skills and work well independently to complete tasks and meet deadlines. Proficient computer skills are essential. Attention to detail is a must.

Start Date: Open Enrollment

End Date: Flexible

Schedule: Internship hours are flexible to your schedule.

Registrar's Office hours:

Monday – Thursday: 8:00 a.m. – 5:30 p.m.

Friday: 8:00 a.m. - 5:00 p.m.

How to Apply:

Interested Graduate students may submit an introduction and resume to Jennifer.Jung@redlands.edu. Please include a brief statement about what experience you hope to gain from the Registrar's Office internship.