



Notre Dame College
Student Success Center
Advising Center

Advising Center at Notre Dame College is looking for interns for Fall, Spring and Summer semesters. Please contact Anna Zaks at azaks@ndc.edu or 216-373-5383 for more information.

Duties and responsibilities:

- Advise and register incoming and returning students for next semester/academic year
- Assist Director of Advising with transfer credits evaluation and data entry
- Review and revise major checklists, transfer guides and other advising documents as necessary
- Assist with student outreach and other enrollment management programs and efforts
- Assist with advising at new student orientation
- Other duties as assigned

This is an unpaid internship. Must be enrolled in a graduate program that requires internship credits.

Flexible start dates