



Internship Opportunity

Student Success Center

Dwyer Learning Center

The Dwyer Learning Center exists to support students as they transition from high school to college and throughout their academic career providing assistance to students through tutoring, study groups, athletic study tables, test proctoring, and scheduling. The department exists to support not only students but to work closely with the faculty to support their goals and objectives in their disciplines. As part of the Department of Student Success, this individual will work with students to help them develop the skills needed for academic success. Candidate should possess the ability to connect with students and the desire to help students become independent learners as they adjust to college level coursework.

A general overview of some of the experience to be gained from an internship in the Dwyer Learning Center can include but not be limited to:

- Assist students with college coursework
 - Assist students with study skills for assignments in various disciplines
 - Assist with the test proctoring process.
 - Facilitate programs for students on study skills, test taking and other academic topics of interest.
 - Monitor the athletic study table program and communicate with director and coaches
 - Assist with tracking of probationary and provisional students
 - Oversee undergraduate peer tutors
 - Meet once a week with the Director of the Dwyer Learning Center
 - Assist with assessment of all Dwyer Learning Center services
 - Monitor and update Student Success social media pages
 - Assist with short and long range planning.
 - Work with the Director to ensure that the Student Success and Dwyer Learning Center web page is up-to-date and accurate.
 - Participate on campus committees.
 - Other administrative duties as assigned.
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- Work approximately 13 hours per week
 - Evening and weekend hours may be needed.

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

Please contact Jeanne Marie Christian – jchristian@ndc.edu or 216-373-5359 for more information.

<http://www.notredamecollege.edu/resources-and-services/student-success-resources>