# Academic Skills Center Intern

**Employer**
Academic Skills Center

**Department**
Tutor Clearinghouse

**Nature of Employer**
The primary mission of the Academic Skills Center is to provide a variety of academic enrichment services and program to Dartmouth students. The ASC is available to all students who wish to improve their academic skills and learning ability in order to maximize their academic experience, achieve greater academic performance, and increase their personal fulfillment. The ASC works collaboratively with the faculty and other student affairs offices to reach an increasingly diverse and dynamic student population.

**Position Requirements**
- Interns should be motivated, responsible, committed, and student-service oriented. They should possess strong communication, organizational, and computer (Microsoft Suite and database management) skills.
- Interns need to be able to work independently, as well as being an effective team member.
- Interns will observe and attend to the diversity policies of the Academic Skills Center and the Division of Student Affairs.

**Position Description**
The Academic Skills Center Intern will provide support to the ASC professional staff in the management of various ASC programs. Tasks may include:
- Website maintenance and updates
- Social media and marketing
- Database management and generating reports
- Administrative duties
- Receptionist work
- Long and short-term projects

**Hours per Week**
~20 hours/week

**Rate of Pay**
$10/hour

**How to Apply**

Go to www.dartmouth.edu/~acskills/ and click on the Employment Opportunities link. Read the instructions and complete the job application. Submit the application along with a copy of your resume and a cover letter by the due date shown online.

**Contact Information**

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