



COSI College Internship Position Description

Job Title: Tour Group Assistant College Intern

Reports to: *Senior Director of Guest Operations & Tourism*

Openings: 1

Time Requirement: 10 – 16 hours per week for the quarter or semester of the internship

Thursday/Friday; possibility of more than one school term

- I. **OBJECTIVE:** Assist the Director to establish formal working relationships with prospective business partners and collaborators that will enhance the financial impact of the COSI tourism business.
- II. **DESCRIPTION OF PROJECT:** To create an Excel spreadsheet of contacts utilizing business cards, notes, promotional literature. Strengthen relationships via various communication means and recommendations to the Senior Director. Post COSI program offerings on the internet.
- III. **OTHER DUTIES AND RESPONSIBILITIES:**
Under the supervision of Susan Peters, the Senior Director of Guest Operations & Tourism, duties may include:
 - a. Attend onsite and external professional meetings.
 - b. "FAM" tour eg the Statehouse, Santa Maria, Ohio Historical Society
 - c. Clerical assignments
 - d.
- IV. **EDUCATION/EXPERIENCE/SKILLS NEEDED:**
 - a. Would prefer Marketing/Tourism major
 - b. Organizational and computer skills a must (graphic literacy would be helpful)
 - c. Individual who is professional and positive in their demeanor
 - d. Written and oral communication skills are a necessity
 - e.
- V. **SCHEDULE:** As arranged by supervisor. *Or give specifics if hours can't be flexible.*
- VI. **BENEFITS FOR THE VOLUNTEER:**
 - a. Orientation and training for your specific job duties.
 - b. A letter of recommendation at the completion of the internship.
 - c. Free admission to COSI and discounts in the theaters, café, and gift shop.
 - d. Free parking
 - e. Professional level mentorship and supervision.
 - f. Invitations to Team events and parties.

COSI Columbus
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Columbus, OH 43215
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Template for Position Announcement (Posting)

POSITION TITLE: _____ Intern

DIVISION:

REPORTS TO:

STATUS:

HOURS:

OBJECTIVE:

EDUCATION AND EXPERIENCE:

ESSENTIAL JOB FUNCTIONS include, but are not limited to:

BENEFITS:

- a. Additional job experience and job skills.
- b. Training and experience in interacting with people in groups and on a one-on-one basis.
- c. Letter of recommendation and potential for school credit as determined by the Intern's college.
- d. Free parking – location on the bus line.
- e. Membership privileges including free admission to COSI's Learning Worlds and theaters, discounts in the gift shop and restaurant.
- f. Invitations to Team events and parties.

Evaluate goals and objectives you have for your area. How can an intern assist you in achieving your goals?

2001 Goals/Objectives