

GROWLA Job Description

School Year 2021-22



Intern

REPORTS TO: Content Team

OVERALL POSITION PURPOSE

The GROWLA Intern will get the opportunity to increase knowledge in many areas that can be used in many different professional fields. GROWLA is a brand new start-up project involved in creating and launching an online ecosystem platform involving IT, business development, enterprise sales, marketing, instructional design, online learning, etc. The Intern will have a chance to learn in all of these areas.

RELATIONSHIPS

SUPERVISES: N/A
LIAISES WITH:
INTERNAL RELATIONSHIPS All GROWLA Internal Teams
EXTERNAL RELATIONSHIPS Business Partners

Nature and Scope

Accountabilities

Project Support

- Plan, allocate, and monitor individual time to complete assigned projects and complete department goals as set by the GROWLA Team Management and other team leaders.
- Provide input on issues to consider in developing GROWLA projects, including brainstorming and coordination support as delegated; independently coordinate assigned projects from conceptualization through to production; proactively assist team members in preparing projects for GROWLA Team Management approval; and develop an understanding of the organization's research activity.
- Fulfill any additional duties and responsibilities assigned and instructed by the GROWLA Team Management and the Business Outreach and Engagement Director.

Communication

- Establish and maintain working relationships with the department's other members.
- Provide timely and regular updates to the GROWLA Team Management on the status of individual projects.
- Keep up-to-date with developments in academic research in the field of early childhood education.
- Promote the organization's corporate image to all individuals, groups, and organizations both within the organization and the community at large; and participate fully as a team member, sharing knowledge and information and supporting colleagues in the organization to promote a cohesive team the achievement of departmental objectives.

Service Support

- Develop the role of GROWLA within the organization; share good practice, set standards, and operate processes where appropriate; attend and participate actively in regular department meetings and trainings; and maintain, update, and develop personal and professional knowledge and skills the Performance Review System.

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Qualifications, Skills, Experience, and Competencies

Qualifications

- Currently pursuing a Bachelor's degree.
- Proficiency or willingness to new skills in a variety of different areas.
- Proficiency in MS Word, Excel, and Outlook.

Skills

- Positive attitude and enthusiasm.
- Ability to communicate effectively and knowledgeably both orally and in writing.
- Excellent organizational and administrative skills.
- Ability to work independently and collaboratively with internal and external stakeholders.
- Ability to thrive in a fast-paced and rapidly changing environment.
- Ability to establish and maintain cooperative and professional working relationships with individuals, groups, public and private personnel.

Intern Will Learn and Be Exposed To

- Real-world knowledge of various industries in academia.
- Learn a wide range of skillsets necessary for success in GROWLA.

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