**COMS Teacher Training Academy Training Coordinator Internship Description**

We are seeking a COMS major to serve as a Training Coordinator Intern in preparation for and during the Teacher Training Academy (TTA) lead by Dr. Angela Hosek, COMS 1030 Course Director.

Interested candidates will be responsible for the preplanning coordination in April 2019 on campus, minimal work during May-July (this can be done remotely). Intern must be available and onsite in Athens from August 5-16, 2019 for final set up and for the duration of the delivery of the two-week long TTA training event on August 12-23, 2019.

**Responsibilities**

April 2019

* Work with COMS Office Administration and Dr. Hosek to determine resources for the TTA (e.g., supplies, coordinate invited guest schedules).
* Create and edit training material for facilitator and participant manuals.
* Compile resource materials to send to TTA 2019 attendees.

May-July 2019

* Coordinate invitations to guest speakers.
* Modify training meal budget.

August 2019

* Responsible for handling day-to-day tasks for the TTA, which will include: organizing daily meals, securing necessary resources for training, and serving as a liaison for just-in-time needs and other coordination items as determined by Dr. Hosek.
* Create and deliver various ice-breaker sessions for the training.
* Create, administer, analyze, and provide an final assessment report under the guidance of Dr. Hosek

September 2019

* Analyze assessment data from TTA participants.
* Prepare a report based on assessment of data from TTA participant data
* Complete internship analysis paper.

**Preferred Skills:** Previous experience in training/event planning, working knowledge of design software, strong writing/editing skills. COMS 4510 beneficial but **NOT** required.

**Minimum Qualifications:** COMS major, junior or senior standing, overall GPA of 2.75, COMS 2350.

**Course Credit:** Intern will be eligible to earn 3 hours of COMS 4910 internship credit. The bulk of the work will be performed during April-September and the student will enroll in the COMS 4910 class to receive credit in the Fall 2019 semester (alternate approaches can be arranged). Prospective interns should meet with Dr. Deardorff before the end of spring semester to discuss internship requirements including grading criteria, deadlines, and portfolio and performance evaluation completion.

**Application Deadline:** April 1,2019, for full consideration. To apply, please email a paragraph statement of interest and resume to Basic Course Director, Dr. Angela M. Hosek, hosek@ohio.edu. If selected for an interview, Dr. Hosek will be in contact to schedule a meeting.

Dr. Hosek will be happy to answer questions about the internship responsibilities or qualifications.