

# CCA GLOBAL PARTNERS 2017 SUMMER INTERNSHIP

MAY 22 – JULY 28



## TRAINING AND DEVELOPMENT

As our **Training and Development Intern**, you will work closely with **CCA Global University** on the development and administration of our educational programs.

### DAY TO DAY PROJECTS:

#### HR Toolkit Refresh

- Organize and update CCA Global University's HR Toolkit so that it can be effectively used to support our new HR & Hiring program initiative, Acquire, ensuring a more user-friendly program for members

#### Learning Management System Transition

- Refine information in our new system to ensure members are having the best possible user experience finding and using training content

#### Infographic Development

- Assist in the production of infographics to support the introduction and reinforcement of concepts in key training programs inclusive of Fast Start, MSP, Monthly Training Focus, etc.

### EXPERIENCE AND/OR SKILLS YOU HAVE A KNACK FOR:

- You'll be working with our member training program; of course strong written and verbal communication skills are needed!
- What student isn't a Word or PowerPoint whiz?
- Experience using programs for graphics would be pretty sweet, too!

### EDUCATION:

You should be currently enrolled in an accredited college or university pursuing a degree in **Education, Communication, Organizational Development, Human Resources or Marketing.**