

# Busch School Business Process & Communications Specialist

The Office of Academic Services is seeking an energetic and organized intern to join our team! You will be an integral member helping execute the academic operations of the Busch School of Business. You'll be able to directly impact the experience of students and faculty while growing tremendously as a professional. This position handles day-to-day processes and student requests within Academic Services. This position offers an opportunity to gain an understanding of advising, office operations, and a real proficiency in tools such as Microsoft Office and Google Workspace. The ideal candidate performs well handling multiple tasks, has attention to detail, organizational skills, and can handle confidential information.

Position responsibilities include, but are not limited to, the following:

Manage weekly meetings to discuss ongoing projects, upcoming deadlines, etc.

Updating training documentation

## **Support & manage business processes:**

- Processing confidential and sensitive student files
- Supporting professional staff as needed

## **General:**

- Assessing processes, recommending and implementing solutions.
- Meeting project deadlines while balancing and coordinating multiple projects.

## **Skills**

- Proficient in Microsoft Word & Excel
- Proficient in Google Sheets, Forms, Docs, and Drive

Please send your resume directly to Elizabeth Meng at [meng@cua.edu](mailto:meng@cua.edu).