



Education Under Construction Consulting
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Job Title: Business Ops Manager – Intern

Department: Business Operations Team

1400 Chestnut Ave, PO Box 684
Glenview, IL 60025



224.529.1637



info@eucc.llc



www.eucc.llc
www.EUC2Experience.org



About Our Company

Education Under Construction Consulting (EUC²) is a new consulting firm in the education industry. EUC² is committed to partnering with stakeholders in the education system by enhancing workplace culture and diversity, and to inspire sound teaching practices through engaging in scholarly research. Our consulting firm offers a variety of services which include custom developed curriculum, training, impartial research development, and diversity awareness.

Salary

This is an unpaid internship

Term of Position

6 months

Jan-Jun or Jul-Dec

Reports To

The Business Operations Manager intern will report to the CEO.

Job Overview

The Business Ops Manager duties will revolve around the management of day-to-day corporate tasks, closely assisting the CEO. Your main task will include managing Human Resource functions, monitoring daily scrum calls for all teams and documenting meeting notes, and contributing to developing and implementing corporate initiatives. This position requires an analytical - forward thinker with a desire to gain soft and hard skills in business operations.

Primary Responsibilities and Duties

- First point of contact for all intern applications and perform pre-screenings
- Assist in ensuring all business operations run smoothly and align with our corporate culture
- Monitor and document daily scrum calls and communicate high level summary to CEO
- Assist in anticipating any incohesive initiatives between departments
- Update policy and procedures document as needed
- Winter/Spring 2020 Term: develop business manuals
- Working closely with all departments as well as CEO
- 25-32 hours per week

Qualifications and/or skills acquired through Internship

- Currently studying Human Resources or pre-Law. We will accept applications from all degree tracks
- 0-2 years of experience in any level of management
- Ability to understand business processes and adapt
- Excellent Teamwork skills
- Good communication skills - written and verbal
- Attention to detail
- Excellent planning and organizational skills

Submission Requirements

- A letter of recommendation from a professor OR academic counselor
- A copy of current unofficial transcripts
- Writing sample in the form of an introductory letter stating: “How your current skills can contribute to the success of the organization” maximum of 250 words