



**COF Operations and Collaborative Services  
Business, Finance, Management or IT Intern**

The COF is offering an exciting opportunity for someone who has a strong interest in gaining additional experience leveraging their background in one or more of the following: Business, Finance, Management or IT. We offer a collaborative work environment where you will have the chance to learn new skills and create materials, prepare a service catalog, provide key documentation, assist with financial analysis, asset inventory, process flow charts and/or assist with the IT infrastructure that will benefit six different colleges.

**Schedule:** Academic Year – (exact dates are negotiable)  
Summer: May-August or Year-long: August/September to April/May  
Semester: August/September through December or January through April/May  
15-20 hours per week flexible schedule

This position is ideal for an individual interested in learning more about business processes, business management or IT.

**Description**

- Assist with creation of materials for COF collaborative services
- Plan and carry out a design for capturing service catalog elements
- Attend meetings and support key committees
- Conduct and document asset inventory and process
- Assist with research, data collection and analysis of contracts, cost savings, campus needs
- Additional duties as needed

**Qualifications**

- Experience working in a college or university setting
- Computer skills - Required: Intermediate knowledge of Excel – pivot tables helpful, Word, PowerPoint, ability to recommend database or program depending on assignment
- Excellent time management
- Care and attention to detail
- Research and Communications skills
- Flexible and hard working

**Compensation**

- Academic credit (as approved by your institution), experiential learning, and professional development

Contact the COF Central Office at 617-632-2729 if you have questions about any other aspects of this position. If you are interested in applying for this opportunity please send your resume, three references (work or volunteer) to Debbie Pepper, Director of Operations and Collaborative Services, [dpepper@colleges-fenway.org](mailto:dpepper@colleges-fenway.org).