



## Learning Services Intern

### Why Join Us?

Assist the Learning Services team with knowledge and file management to help a global team with processes and resources to establish and maintain file archives and share learning resources.

### You will:

- Assess the current state of Learning Services; inventory existing tools and locations used for file management and storage.
- Collect and synthesize information on the current needs, challenges, practice of the Global team, and any other relevant information by interviewing international team members.
- Research current industry standards and technologies for sharing and storing files and resources as needed.
- Make documented recommendations on how to meet the team's knowledge and file management needs.
- Implement recommendations, as time allows.
- Create and/or update library of standards and templates through collaboration with team members.
- Assist the team update and/or create standards, templates, file storage, archiving, and file sharing as needed

### You have:

- Interest in using SharePoint and Office 365 or other file sharing tools to share and collaborate on a global team
- Teachable, and flexible personality
- Willingness to receive feedback gracefully
- Communication skills and an interest in intercultural communication.
- Attention to detail and quality
- Ability to work independently through project completion and seeks help as needed
- Willingness to serve others and develop positive working relationships
- Interest in learning and development

### You study:

- Business, Learning & Development, Information Technology, Other related fields