



## Internship Coordinator Job Description

### Description / Summary

Under supervision of the Director of Career Development, the Internship Coordinator uses independent analysis and judgement to develop, coordinate, and supervise complex and varied administrative tasks in order to provide exemplary career services to the campus community. The position encompasses two distinct areas of responsibility: Internship development and coordination, employer relations and student/academic department relations.

### Essential Duties / Responsibilities

- Provide leadership in the development and implementation of a viable internship program
- Facilitate student learning by assisting students to secure appropriate internships to enhance overall academic experience and learn skills essential to conduct a successful job search
- Initiate and build partnerships with employers to develop student opportunities for experiential endeavors locally, state-wide, nationally and internationally.
- Work collaboratively with faculty and administration to create policy and procedures for ensuring the academic quality and integrity of internships
- Work alongside faculty and academic departments to identify and promote internships for specific majors
- Provide optimal marketing strategies to connect students to experiential endeavors and jobs
- Conduct site visits to evaluate appropriateness and relevance of internships for students
- Develop and revise internship policies and procedures
- Identify, develop and monitor current internship sites
- Provide leadership and direction in the areas of individual assessment, educational choices, career-planning and development and employment strategies for students
- Plan and conduct internship workshops and information programs
- Develop an internship manual and promotional material and updates as needed
- Research appropriate websites and resources to support the program
- Assess the effectiveness of internship programs
- Assist career staff in development of employer relations through verbal and written communications and membership in professional organizations
- Visit employers to promote students
- Maintain database administration for purposes of tracking
- Counsel and advise students regarding employment opportunities through various employers
- Coordinate and assist other career staff with various events and activities throughout year (employer exploration days, career fairs, etc.)
- Assist in marketing the services and programs through developing appropriate materials as well as advertising special events
- Assist production of program material and informational publications



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- Determine what incoming information via mail needs to be communicated to the campus community; Independently drafts correspondence
- Perform other essential duties and tasks specific to position

### Qualifications / Requirements:

- Must exhibit excellent oral and written communication skills.
- Must have superior interpersonal skills with a demonstrated commitment to cultural diversity.
- Ability to research and quickly develop knowledge of employer recruiting strategies, job market trends, occupational, career and personal growth.
- Proficiency with windows environment including word processing, knowledge or database programs.
- Must be a self-starter and possess strong analytical and problem-solving skills.
- Demonstrated ability to organize and work independently as a leader and as part of a team.
- Ability to respect confidentiality and ethical boundaries with regard to guidelines, supervision and professional consultation within the Student Development division.
- Ability to respond professionally to common inquires and/or complaints from students, staff, employers or community at large, regarding career programming and technology.

### Education and/or Experience:

- Requires a bachelor's degree in business, marketing, psychology, communication, public relations or other related major. Master's degree preferred.
- Must possess experience in a collegiate environment to understand the academic culture and must have the ability to effectively interact with faculty, staff, students, parents, and administrators.
- Familiarity with corporate and nonprofit human resource management. Understanding of experiential education and career advising. Experience in presentation of workshops or public speaking.