
Job Title	CTE Internship & Experiential Learning Coordinator
PVN ID	BM-2103-003946
Category	Managerial and Professional
Location	BOROUGH OF MANHATTAN C. C.
Department	Internships & Experiential Learning
Status	Full Time
Annual Salary	\$38,000.00 - \$48,210.00
Hour(s) a Week	35
Closing Date	Jun 17, 2021 (Or Until Filled)

General Description

Borough of Manhattan Community College's Office of Internships and Experiential Learning (IEL) develops initiatives and leverages existing institutional resources to increase student engagement, retention, and transfer through a diverse portfolio of experiential learning opportunities. This includes internships, study abroad, and service learning. Domestic and international opportunities are offered for students to develop competencies required to successfully work and thrive in a global environment. IEL educates students and industry while collaborating with offices across campus to incorporate experiential learning as an integral part of the academic experience. The office facilitates the integration of global perspectives through both targeted curricular and co-curricular opportunities, and contributes to the advancement of equity and inclusion. The office further provides expertise, guidance, and support to both academic departments and student support services regarding policy, procedures, and program structure for high quality experiential and applied learning engagement.

Reporting to the Director of Internships and Experiential Learning, the Career and Technical Education (CTE) Coordinator will assist in identifying opportunities to increase and track access to remote and in-person CTE ex/internships, as well as other forms of experiential learning (i.e. apprenticeships, micro-internships, short-term projects). The primary focus is for students whose majors are criminal justice, human services, community health education, computer information systems, computer network technology, computer science, animation, multimedia design, and video arts and technology.

Other Duties

Qualifications

Core Competencies

- Connect with community/employer partners across sectors to secure interest in recruitment and campus engagement
- Plan meetings and host information sessions for community partners to discuss entry to mid-level positions and career pathways; and to meet faculty to learn curricula details
- Connect interested community partners to faculty for guest speaking and student collaborations on company/agency projects, as well as internships and micro-internships
- Build new industry partnerships and develop new apprenticeship opportunities in sectors such as Insurance, Supply Chain, Banking, IT, and Cybersecurity
- Set schedules and register Apprenticeship cohorts for classes; monitor and report apprentices' academic progress; provide early intervention; serve as College liaison to employers
- Coach students who have been placed as apprentices – topics to be addressed include time management, work ethics, communication and teamwork skills, and professional etiquette
- Facilitate mentor training for designated employees at employer apprenticeship partner
- Conduct workshops for small to mid-size community partners to understand how to manage effective internship and other experiential learning programs, and how to work with students remotely
- Promote internships, micro-internships, and other experiential learning opportunities to students
- Develop social media strategy and content for experiential learning opportunities and partnerships
- Coordinate employer/intern panel discussions on best practices for working remotely
- Collect student résumés/applications for curated opportunities; provide feedback for improvement; offer interview preparation
- Track student offers and intern performance evaluations; analyze and report findings and trends
- Lead Internship Information and Orientation Sessions, and Internship Advisement and Registration sessions
- Host professional member organization and industry events
- Track CTE students and assist in completing Perkins Grant report
- Plan and offer internship fair for students and employers
- Participate in training and professional development activities
- Perform other duties as assigned

Qualifications

- Bachelor's degree **and** four (4) years experience in project/program management, internship management, employer development, recruitment, marketing, business partnerships, business development, higher education, or related field
- Experience in working with and supporting underrepresented populations, and a deep commitment to advancing diversity and inclusion goals.
- Previous positions which include career and/or academic advisement duties.
- Ability to work with students one-on-one and in small groups.
- Proficient in using CSM (i.e. Symplicity) software and similar platforms.
- Experience with database management and reporting is essential.
- Excellent communication, research, and writing skills required.
- Comfortable with public speaking to deliver presentations.
- Strong attention to detail.
- Ability to train others on new skills and procedures.
- Comfort in making “cold calls” for outreach to external community partners for engagement
- A dynamic individual who can work independently or under general supervision providing courteous, accurate, and timely service.

This is a grant-funded position through the Perkins Grant.