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<b>Job Title</b>	ACE Part Time Internship Coordinator
<b>PVN ID</b>	JJ-1812-002855
<b>Category</b>	Administrative Services
<b>Location</b>	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
<b>Department</b>	Center for Career and Professional Devel
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$40.00-\$40.00
<b>Hour(s) a Week</b>	7.00
<b>Closing Date</b>	Feb 14, 2019 (Or Until Filled)

## General Description

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### ACE Part-Time Internship Coordinator

The internship developer will assist the Director of the Center for Career & Professional Development and ACE Career Counselor in developing and exploring field learning opportunities for students in the ACE program. This includes matching students to experiential learning opportunities, monitoring their progress with attaining positions, and collaborating with instructors, ACE advisors and agency representatives to provide field education experience.

#### Responsibilities:

- Initiate and build partnerships with employers to develop student opportunities for experiential endeavors.
- Facilitate student learning by assisting students to secure appropriate internships to enhance overall academic experience and learn skills essential to conducting a successful job search
- Conduct site visits to evaluate appropriateness and relevance of internships for students
- Identify, develop and monitor current internship sites
- Acts as liaison between the ACE program and employer partners
- Support the creation and facilitation of orientation sessions and workshops for students seeking internships.
- Coordinate applications, interviews, and placement as part of overall student outreach.
- Support faculty orientation and development related to internship programs
- Performs related duties as assigned.

## Other Duties

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**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.

**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 and employers.
- Familiarity with corporate and nonprofit human resource management a plus. Understanding of experiential education and career advising. Experience in presentation of workshops or public speaking.

## Qualifications

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