
Job Title	Internship Support Specialist
PVN ID	JJ-2209-005108
Category	Managerial and Professional
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Science
Status	Full Time
Annual Salary	\$55,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Oct 07, 2022 (Or Until Filled)

General Description

ABOUT JOHN JAY COLLEGE

John Jay College of Criminal Justice is a senior college of the City University of New York (CUNY) and an internationally recognized leader in educating for justice. Led by President Karol V. Mason, John Jay is a federally designated Hispanic-serving institution, it is ranked third in the nation in Black student success, and it is a top ten institution for promoting student social mobility. John Jay is proud to serve a diverse and dynamic student body of 15,000 students, of which nearly half are first in their family to attend college; a large portion are immigrants, from low-income families, or from other historically underrepresented groups in higher education.

POSITION OVERVIEW

The Program for Research Initiatives for Science & Math (PRISM) and the Department of Sciences at John Jay College (JJC) of the City University of New York are looking for an Internship Support Specialist (ISS) to support our STEM internship placement activities and coordinate STEM partnership programs with employers and other institutions. This position reports to PRISM Leadership and the Science Department Chair who manage various parts of the program. Primary responsibilities include developing a robust external internship placement program and developing resources that will help students achieve successful placement in and completion of internships and other experiential opportunities. The ISS will work with the faculty coordinator for science internships to identify, catalog and share opportunities with students, assess their participation in those internships; serve as a liaison to employers, organizations and other institutions that provide experiential learning opportunities to STEM undergraduates; develop support initiatives, organize workshops, field trips, seminars, and other events for these students; work with other centers at John Jay (including the Center for Career & Professional Development) to identify and create opportunities; track the participation and completion rates of students and other evaluation metrics; and perform other tasks as needed. The individual will work with employers to 1) generate new internship, clinical, and job opportunities, 2) build a collection of recurring recruiting partnerships, and 3) facilitate industry-department collaboration to bolster student preparation and align curriculum to reflect changing and current industry trends/needs.

Other Duties

Specific tasks include:

- In collaboration with the science internship coordinator, the JJC Center for Career & Professional Development, and PRISM staff, the ISS will identify, advertise, and catalog existing external internships or experiential learning opportunities that are of interest for the professional development of our students.
- Identify, advertise, and catalog external summer research opportunities for students.
- Provide workshops and trainings to better prepare STEM students for internships.
- Liaise with new employers, organizations, and institutions to develop partnerships to provide internships and/or experiential learning opportunities of interest for the professional development of our students.
- Collaborate with their counterpart in our Computer Science Department to create a searchable database of external internship opportunities for students; populate the database with at least 100 new employer partners offering paid internships or job opportunities.
- Provide 1-on-1 assistance to students and alumni to identify internships, summer placements, and other opportunities; guide students through the application process, and support them in preparing application materials.
- Support faculty in providing letters of recommendation for students.
- Organize and invite speakers or employers for seminars about topics related to internships.
- Support maintaining the PRISM social media accounts (Facebook, Twitter, Instagram, Snap Chat) to disseminate information about events, highlight student success stories, and increase visibility of the program.
- Track students' progress and performance for evaluation and reporting purposes.
- Support the grants that fund PRISM by effectively implementing Internship activities, assessing the success of these activities, and contributing to annual reports.
- Other duties as assigned.

Qualifications

CORE COMPETENCIES:

- Excellent oral and written communication skills, and a proven track record of developing partnerships with employers or other professionals;
- Ability to support students in their academic and professional journey;
- Ability to manage multiple priorities with clarity and efficiency;
- Ability to work effectively with collaborators, and internal and external partners;
- Ability to respond calmly to complex and urgent issues;
- Ability to work independently and as a team member;
- Ability to conduct research on related topics;
- Ability to develop and manage effective cataloging and monitoring systems;
- Expert knowledge of major office computer and spreadsheet software related to field of work (Microsoft Word, Excel, PowerPoint and 360, database software, etc.)

QUALIFICATIONS

- A Bachelor's degree and experience in career development, counseling, higher education administration, a STEM field, or other relevant field.
- A background in professional outreach and/or program coordination.
- Documented ability to manage and maintain long-term relationships with professionals.
- Refined written skills and articulate public speaking ability.
- Enthusiastic and flexible, with excellent interpersonal skills.
- Strong organizational skills and the ability to multi-task.
- The individual in this position needs to be comfortable with advising/mentoring students of diverse backgrounds, and bring experience cultivating relationships with students with a strong commitment to Hispanics and other disadvantaged groups.

This is a full-time position with benefits, and salary is commensurate with experience. The project is located in Manhattan in New York City. **To apply, submit a resume and cover letter stating the reason you are applying and detailing your experience relevant to the stated work assignments.**

PRISM, is located at John Jay College near Columbus Circle in the heart of Manhattan, NYC. The Program provides academic and pre-professional support to undergraduate STEM students of all levels to promote their pursuit of professional careers in the sciences. Founded in 2006, PRISM has been recognized for having a national impact on promoting the entry of underrepresented students into the sciences.

John Jay College, a senior college of the City University of New York (CUNY), is an internationally recognized leader in educating for justice, committed to the advancement of justice and just societies. John Jay College is recognized for serving a broadly diverse student population. Due to its success in sending underrepresented students on to STEM PhD programs, John Jay is now ranked among the top Baccalaureate Origins Institutions for Hispanic students moving on to STEM doctoral programs.

This position is with the Research Foundation of CUNY and located at the campus of John Jay College. The Research Foundation of the City University of New York is an equal opportunity/affirmative action/Americans with Disabilities Act, E-Verify employer.