
Job Title	Part Time Healthcare Industry Internship Liaison Position
PVN ID	KB-2104-003956
Category	Instruction and Social Service
Location	KINGSBOROUGH C. C.
Department	Workforce Development
Status	Part Time
Hourly Rate	\$35.00-\$40.00
Hour(s) a Week	0.00
Closing Date	Jun 05, 2021 (Or Until Filled)

General Description

GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

The Kingsborough Community College Division of Workforce Development and Office of Continuing Education is seeking a part time healthcare industry internship liaison who will provide career readiness (60 students) and internship placement support (40 students) of the Care Coordinator training program.

They will support the KCC program by:

- Meeting one on one with the students, reviewing their resumes, and providing overall career readiness.
- Meeting with various healthcare sites to discuss the internship opportunities and placements.
- Discussing with students the internship guidelines, policies and procedures and providing students with an overview of their assignments.
- Responsible for follow up with the students and intern sites and making sure all responsible parties are following through with their commitments to the program.
- Processing of paperwork for student stipends.

Other Duties

Qualifications

- Associate degree, bachelor's degree preferred.
- At least 3 years of experience in career development and/or the healthcare system.

