



---

<b>Job Title</b>	Student & Partnership Coordinator
<b>PVN ID</b>	LA-2312-006036
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Student Placement Services
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$57,980.00 - \$57,980.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 20, 2024 (Or Until Filled)

## General Description

---

Reporting to the Program Director of the Spring Forward/Career Launch Program Health Care Hub at LaGuardia Community College. The Student & Partnership Coordinator will be in a front-facing role, directly providing student, employer, and campus support.

Note: This is a temporary grant-funded position from January 1, 2024, to June 30, 2024.

### Duties and Responsibilities:

- Serve as the liaison for student interns and employer partners
- Leads all aspects of the internship recruitment process, including screening, enrollment, orientation, and other forms of support necessary to prepare students to participate in the program
- Ensure the training, support, and use of evidence-based practices in the delivery of services
- Manage employer recruitment and internship procurement
- Facilitate professional development workshops and training
- Maintain all programmatic data reporting
- Provide individual and group support for all student interns
- Cultivate relationships with employers to develop internship opportunities
- Assist with the management of employer orientation, training and ongoing support throughout the program
- Develop tools to streamline policies and procedures
- Conduct site visits to the internship sites to evaluate the appropriateness and relevance of internships for students
- Maintain internship database for purposes of tracking

## Other Duties

---

## Qualifications

---

- Supportive, flexible, and detail-oriented professional
- Must exhibit excellent oral and written communication skills.
- Must have superior interpersonal skills with a demonstrated commitment to cultural diversity.
- Ability to research
- Develop knowledge of college recruiting strategies, internship market trends, and occupational, career and personal growth.
- 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 respond professionally to common inquiries and/or complaints from the internship site that the student is currently working in

### Education and Experience:

- Requires a high school diploma and be currently enrolled in the bachelor's or graduate degree program at a college in business, marketing, public policy, communication, public relations, or other related major.
- Must possess experience in a collegiate environment to understand the academic culture and must have the ability to effectively interact with the Internship Department of 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.