

# Careers at RFCUNY Job Openings

Job Title Student and Partnership Coordinator

**PVN ID** LA-2510-007061

Category Instruction and Social Service

**Location** LAGUARDIA C. C.

**Department** Center for Career & Professional Develop

Status Full Time

**Annual Salary** \$57,980.00 - \$57,980.00

Hour(s) a Week 35

Closing Date Dec 09, 2025 (Or Until Filled)

# **General Description**

Reporting to the Program Director of the Career Launch 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.

#### **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 as assigned

### **Other Duties**

## **Qualifications**

- 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
- 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

This is a grant-funded, in person position with the option of some remote work, through the Research Foundation of CUNY. Appointments are subject to availability of funding and satisfactory performance.