

Job Title	Student and Partnership Coordinator
PVN ID	LA-2511-007121
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Center for Career & Prof. Development
Status	Full Time
Annual Salary	\$57,980.00 - \$57,980.00
Hour(s) a Week	35
Closing Date	Jan 19, 2026 (Or Until Filled)

General Description

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

This is a temporary grant-funded, in-person position (with the option for some remote work) through the Research Foundation of CUNY from January 2026-June 2026. Appointments are subject to the availability of funding and satisfactory performance.

Key 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

- Other duties as assigned

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 where 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
- Computer Skills: Microsoft Office 365, InPlace software, Hustle, Handshake and other career online tools