



Job Title	Part-Time Internship Coordinator
PVN ID	LE-2412-006616
Category	Administrative Services
Location	LEHMAN COLLEGE
Department	School of Continuing and Prof. Studies
Status	Part Time
Hourly Rate	\$60.00-\$60.00
Hour(s) a Week	0.00-10.00
Closing Date	Mar 31, 2025 (Or Until Filled)

General Description

The School of Continuing and Professional Studies at Lehman College seeks a part-time Internship Coordinator to support 10 students in a pilot cybersecurity internship program at Lehman College. The Internship Coordinator will support students after they complete their courses work and help them transition to internship. The Coordinator will also play a key role in helping the Small Business Development Center and Bronx Business Tech Incubator identify small businesses to host interns. Most work with students and business will be completed in the evenings and weekends.

The ideal candidate must have a passion for student success, possess the collaborative skills to support a program team, and the ability to provide excellent service in a fast-paced environment.

Other Duties

- Supervise the selection of 10 students to enroll in the internship, participate in matching students to businesses and supervise the students while in cybersecurity internships
- Work closely with Lehman's Small Business Development Center, the Bronx Business Tech Center and the Small Business Internship Program and other business service programs to identify and recruit small businesses to participate in the internship pilot
- Track outcomes, including students' attendance and business impacts, such as understanding the need for cybersecurity procedures and hygiene and implementing good practices
- Coordinate feedback from students and small businesses
- Coordinate the marketing, outreach, and recruitment of cybersecurity students and small businesses
- Create process to help support operations of the internship program
- Other duties as assigned

Qualifications

- Bachelor's degree with at least two (2) years of relevant work experience related to student support, preferably in higher education administration or in the professional learning and development arena
- At least one (1) year of experience working with young adult populations
- Schedule flexibility: 5-10 hours a week from Feb- July 2025
- Able to work online with occasional in-person evening weekend program events at Lehman College
- Excellent communication skills
- Demonstrated skills facilitating group workshops and individual coaching/personal development sessions
- Must have a passion for helping adults advance in their career

Preferred Qualifications:

- Interest in Cybersecurity
- Knowledge of small business ecosystem in the Bronx
- Experience establishing internship programs
- Knowledge and experience of the CUNY system and/or NYC government agencies
- Bilingual – Spanish speaker