
Job Title	Internship Coordinator
PVN ID	NC-2208-004987
Category	Managerial and Professional
Location	GUTTMAN C. C.
Department	Center for Career Preparation and Partne
Status	Full Time
Annual Salary	\$40,000.00 - \$40,000.00
Hour(s) a Week	35
Closing Date	Oct 01, 2022 (Or Until Filled)

General Description

Position Job Description

The Center for Career Preparation and Partnership (CCPP) leads Guttman Community College's innovative and proactive model for career preparation embedded in the curriculum, ensuring that all students receive the career development needed to successfully transfer to baccalaureate-granting institutions and plan for gainful employment and fulfilling careers. The Internship Coordinator will support ongoing communication with CCPP stakeholders, including the Office of Academic Affairs and the Office of Student Engagement, to assist in the identification and maintenance of priority partnership opportunities aligned with the mission, vision, and goals of both the Career Center and the College. Reporting to the Internship Manager in the CCPP, the Internship Coordinator will be responsible for supporting students in internships and similar career-focused curricular programs and will help coordinate internship-related activities administered by the CCPP.

Other Duties

Primary responsibilities include, but are not limited to the following:

- Assist in the identification and recruitment of organizational partners that will provide internship opportunities to students in a range of majors.
- Collaborate with Advising staff to finalize roster of students eligible for internship participation.
- Coordinate and facilitate career preparation workshops for students to help them prepare for their internship experience.
- Meet with students individually to assess placement needs and potential internship matches.
- Assist in the student placement process, including coordinating interviews and communication with organizational partners.
- Monitor and track student progress while in internships, including making site visits.

- Collect internship-related information, including learning agreements and evaluations.
- Coordinate, monitor, and collect student timesheets; collaborate with Financial Aid Office on contracts and timesheets for students eligible for Federal Work-Study.
- Track internship placement data on organizational partners and individual students.
- Work closely with Internship Manager to resolve issues that arise with students and site supervisors.
- Assist with the production of internship program material.
- Coordinate and assist CCPP staff with office events and activities.

Qualifications

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- Bachelor's degree and 2-3 years' related experience required.
- Experience working with students providing career advising required.
- Evidence of success working both independently and as part of a team required.
- Strong presentation, verbal, and interpersonal communication skills.
- Strong work ethic, character, and personal integrity, working with the utmost professionalism, discretion, and confidentiality.
- Detail-oriented with strong writing, analytical, evaluative, and organizational skills.
- Experience with tracking of student placements and timesheet tracking preferred.
- Experience with employer outreach preferred.
- Demonstrated experience working with linguistically, culturally, and academically diverse student populations, particularly underprepared high school or college students in an educational setting or program strongly preferred.
- Experience working in a time-sensitive, dynamic, student-centered and responsive office preferred.
- Flexibility to work some evening hours and occasional weekends preferred.

Salary: \$40,000