

Job Title	Media MKRS Internship Coordinator
PVN ID	VA-1910-003339
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Continuing Education & Workforce Develop
Status	Full Time
Annual Salary	\$55,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Dec 13, 2019 (Or Until Filled)

General Description

THIS POSITION WILL BE SITUATED AT BROOKLYN COLLEGE

MISSION

In collaboration with Reel Works and the Film Department at Brooklyn College, the Office of Continuing Education and Workforce Programs will provide undergraduate media students across CUNY campuses with pre-professional training, career development opportunities, and internship placements through industry partners.

GENERAL DESCRIPTION

The CUNY Office of Continuing Education and Workforce Programs, in collaboration with Reel Works and the Film Department at Brooklyn College, has formally launched a multi-campus media career development initiative, Media MKRS. This initiative will focus on cultivating media industry partnerships with the intention of establishing a network of internship opportunities for CUNY media students. The initiative will also provide pre-professional and career readiness training to media students across CUNY. The office is seeking a motivated and dynamic individual with excellent networking skills to act as the internship coordinator for this initiative.

Other Duties

Reporting to the Director of Sector Innovation and working closely with Director of Academic Affairs & Operations in the Film department at Brooklyn College, the Internship Coordinator will be responsible for the following tasks:

- **Cultivate and Maintain Industry Partners** – Actively pursue partnerships with companies in the

film/media industry. Establish internship programs within these companies where CUNY media students can be placed. Work to develop and define career pipelines into the workforce.

- **Internship Placement Support** – Develop relationships with liaisons at CUNY’s media programs to recruit, train, and place students in a set number of media internships annually. Work closely with industry hiring managers to qualify, match, support and assess internship placements that are successful for both the youth and host companies. Manage administration, record keeping, payroll and reporting as required.
- **Maintenance of Shared Online Information Sharing Platform** – Create and maintain an online resource to house and share information about internship opportunities across CUNY media programs.
- **Reporting & Assessment.** Maintain up to date records on all youth participants. Survey and record outcomes from host companies. Collect feedback and success stories for reporting to CUNY and MOME.
- **Workforce Readiness Training & Career Exploration** - Coordinate the implementation of career readiness workshops and pre-professional training across CUNY media programs.
- **Additional Responsibilities:** Handle any appropriate responsibilities and functions as assigned. Attend relevant professional development trainings and networking events.
- **Other duties as assigned.**

Qualifications

Minimum Qualifications

- Bachelor’s Degree required, preferably in Film, Television or Media/Communications. Equivalent combination of applicable training and experience may be substituted for education requirements.
- 2+ years of experience in employer relations, career development, media production or a related area.
- Experience working with diverse college students.
- Excellent planning, organizational, and project management skills. Must demonstrate the ability to manage timelines/deadlines and to achieve key milestones successfully.
- Should be comfortable working in a fast-paced environment. Must be detail-oriented.
- Strong communicator with good interpersonal skills; comfortable establishing and building good, productive working relationships with a variety of people across all levels (executive to peers, industry, as well as internal and external stakeholders).
- Technology Savvy—Comfortable and familiar with technology including social media, web-based applications and data systems, and computers. Intermediate to advanced MSWord, Excel, and Google Docs/Forms/Sheets.

Preferred Qualifications

- Experience working with individuals with barriers to employment.
- Existing relationships with employer contacts within the media industry.
- Knowledge of WordPress or other relative online platforms.
- Experience with data collection and analysis.
- An understanding of the current career landscape within the media industry.

Physical Requirements

- This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials

- Ability to travel to CUNY schools and internship sites as needed.

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.