

## POSITION DESCRIPTION

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**TITLE: Internship Coordinator/Career Adviser - (Exempt)**

### **Collective Bargaining - Ineligible - Managerial**

**Definition** - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

**This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.**

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### **JOB SUMMARY:**

The Internship Coordinator/Career Adviser (“Coordinator”) oversees the day-to-day operation of the internship program and assists the Director of Career Development in administering comprehensive career development services at the College through such tasks as individual and group advising, program development, outreach, resource management, and information gathering. Additionally, the Coordinator oversees the Career Development Center in the absence of the Director. The Coordinator reports directly to the Director of Career Development.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Responsible for following the policies and procedures as defined in the employee handbook.
- Provides individual/small group career counseling/advisement to students regarding choice of major and career field; facilitates students’ exploration of career interests through support for various activities.
- Assists students in acquiring accurate self-knowledge and information about the world of work and in integrating this information into their career-planning and decision-making.
- Develops and delivers career-planning workshops for targeted groups such as first-year, exploratory, and first-generation students.
- Provides individual and small-group assistance to students seeking internship opportunities and coordinates the credit internship program.
- Maintains database, documentation, reports, and records related to student internships and employment opportunities.

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- Maintains partnerships with employers, organizations, and external programs, and monitors the quality of internship opportunities through site visits, and information gathering.
- Assists with the evaluation, maintenance, and updating of print and Internet resources and applications.
- Provides assistance to students on graduate school application and job search efforts.
- Promotes Career Development and the internship program through development and dissemination of promotional/instructional materials and outreach activities and works with the Director to develop and deliver major programs and workshops (including occasional evening and weekend events).
- Represents Career Development at orientations, recruitment events, alumni events, and other activities on and off campus.
- Shares responsibility for office administration and supervision of student staff and interns.
- Engages in professional development opportunities in order to expand upon current knowledge base.
- Works to establish and maintain collaborative relationships with students, faculty, and other staff.

**MINIMUM QUALIFICATIONS:**

- Education: Bachelor's Degree required. Masters Degree in counseling, student personnel, human resources or related field strongly preferred.
- Experience: One to three years experience within a higher education, counseling, career advising, or human resources environment. Prior experience developing and delivering presentations and workshops. Ability to accurately assess client career needs and select appropriate interventions and resources. Familiarity with career- and employment-related tools and resources including E-recruiting. Excellent oral and written communication skills, proven attention to detail and organizational abilities, proficiency with computer applications, and ability to work effectively and professionally with a diverse group of internal and external contacts.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.