

**INTERNSHIP COORDINATOR**

| **Reports to:** | Program Manager, Employment Services |  |  |
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| **Dept:** | Career Studies and Services | **Range:** | 27 |
| **FLSA:** | Nonexempt | **EEO:** | Professional/Nonfaculty |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general supervision, coordinate, organize and oversee the daily operations of the Career Studies and Services experiential education program; determine program needs, formulate action plans and work with employers, faculty and students to provide experiential education opportunities; perform related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 this class.*

1. Collaborate with Career Center faculty and staff to implement and monitor a case management approach to delivering career readiness and employment preparation services to credit students.
2. Oversee the day-to-day operations of work-based learning programs for the district through collaboration with the Faculty Director of Career Studies and Services, employers, faculty, staff and students; ensure students meet department, district and Title 5 eligibility requirements.
3. Recruit students, faculty and employers to participate in experiential education programs; work with students to find placements relating to career objectives; match students with faculty mentors in their major; orient students to program expectations and requirements.
4. Assess students for employment readiness; assist students with preparing for interviews and editing work-based learning and career related materials; schedule students for counseling appointments, workshops, orientations and special events; refer students to appropriate Career Center work­shops, placements and/or community resources.
5. Develop and conduct presentations and workshops related to work-based learning opportunities, employment skills and to promote department services.
6. Work with other coordinators for other grant-funded programs to ensure effective service to students.
7. Coordinate logistics of work-based learning opportunity fairs and Career Center events; lead and liaison with event participants; prepare and produce promotional materials.
8. Solicit employers for job postings and participation in Career Center events; coordinate internship and discipline fairs with faculty; evaluate the effectiveness of outreach efforts.
9. Act as employer primary point of contact for work-based learning experiences; answer and resolve employer issues; assist with tracking student work performance.
10. Serve as a liaison between the internship/co-op program and other departments, businesses, governmental agencies or other educational institutions.
11. Maintain program databases; collect and provide data for program evaluation; prepare and analyze statistical data; prepare reports for the Chancellor’s Office.
12. Post and publicize work-based learning opportunities through a variety of means; administer database applications for work-based learning; maintain placement data, including conversions of work-based learning opportunities to permanent employment.
13. Schedule and set up work-based learning classes using enrollment software applications; maintain all records as required by Title 5, district-approved local plan guidelines, and course outlines of record, including pre- and co-requisites.
14. Manage and publish instructional resources, including syllabi, orientations and online classes using course management software, in consultation with the Faculty Director.
15. Ensure compliance with federal, state and district codes, rules and regulations.

**OTHER DUTIES:**

1. Compose and coordinate publication of departmental brochures, newsletters and other informational material related to experiential education programs.
2. Maintain and update a variety of department and program-related websites and social media accounts.
3. May provide work direction to student, temporary workers, and the Internship and Employment Technical Specialist.
4. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Career Studies and Services programs, services, goals, objectives, policies, procedures and practices.
2. Career and occupational resources, trends and opportunities.
3. Research methods and data analysis techniques.
4. Applicable federal, state and local laws, rules and regulations [including OSHA rules and regulations if applicable].
5. Direction and goals of a community college experiential education program.
6. Principles, methods and practices applicable to the design and implementation of public relations, community outreach and marketing programs.
7. Applicable sections of the state education code and other applicable laws.
8. Modern office practices, procedures and equipment including standard business software and computer applications.
9. Principles and practices of sound business communications, including correct English usage, grammar, spelling and punctuation.
10. District practices and procedures for budgeting, purchasing and maintaining public records.
11. District human resources policies and labor contract provisions.

### ABILITY TO:

1. Implement and assist in the development and cross-department coordination of all experi­ential education classes and program initiatives.
2. Identify, recruit and maintain a variety of employers, student and faculty in order to meet student learn­ing objectives and interests.
3. Coordinate and use automated systems to maintain class records, collect data and generate reports.
4. Maintain current knowledge of college curriculum, rules, regulations and guidelines applic­able to assigned instructional/student services areas.
5. Assist in program-related research and evaluation.
6. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
7. Organize, set priorities and exercise sound, independent judgment within areas of responsi­bility.
8. Understand, interpret, explain and apply applicable laws, codes and regulations.
9. Communicate effectively both orally and in writing.
10. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
11. Represent the district effectively in public settings.
12. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic, gender, sexuality and disability issues.
13. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a bachelor’s degree in a relevant field, and at least three years of experience related to career services program development and implementation at a higher education institution; or an equivalent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Lead-level direction to Career Center Coordinator, Student Employment Special­ists, student workers and temporary staff.

**CONTACTS:**

District administrators, faculty, staff, students, employers, other educational institutions, commun­ity groups and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and inter­ruption; inter­mittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or week­ends on an as-needed basis. Occa­sional local travel may be requested.