

Classification Description



Job Title: Internship Coordinator

Pay Grade: 110

Job Code: 4166

FLSA Status: Exempt

Job Purpose

The Internship Coordinator reports through the Division of Workforce Education in Academic Affairs and leads internship coordination across FSW's five county service area. This position plays a pivotal role in facilitating and enhancing our internship programs, ensuring that students receive meaningful and impactful learning experiences. This role involves close collaboration with students, faculty, employers, and relevant stakeholders to develop, coordinate, and manage internship opportunities that align with the educational goals and career aspirations of our students.

General Responsibilities

Essential Functions

Coordinates all aspects of internship programs, including recruitment, placement, orientation, supervision, and evaluation.

Cultivates and sustains relationships with local businesses, organizations, and community partners to establish a robust network of internship opportunities.

Provides personalized guidance to students, assisting them in identifying suitable internship opportunities based on their academic interests and career goals.

Collaborates with academic departments to align internship experiences with program learning outcomes, ensuring that students gain relevant skills and competencies.

Organizes and conducts workshops in coordination with Career Coordinators to prepare students for successful internships, covering topics such as resume writing, interview skills, workplace professionalism, and more.

Monitors and assesses the progress and quality of internships, collecting feedback from students, employers, and faculty to enhance the overall experience.

Ensures that internship programs adhere to all relevant legal and ethical standards, including proper documentation and required agreements.

Maintains accurate records of student placements, evaluations, and program outcomes to support reporting and continuous improvement efforts.

INTERNSHIP COORDINATOR

Collaborates with the appropriate staff to promote internship opportunities to students, increasing awareness and participation in the program.

Stays updated on industry trends, best practices, and regulatory changes in the field of internships and experiential learning.

Represents the Division of Workforce Education at various community events.

Serves on designated committees, as assigned.

Performs other duties, as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required. An employee with a *disability* is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education.

Two (2) years of full-time related professional work experience. Appropriate combination of experience and education and experience may be substituted.

Ability to travel independently within the College's five-county service district.

Strong collaboration skills and ability to work closely with a variety of stakeholders.

Demonstrated experience using a personal computer, Microsoft Office software applications such as MS Word, Excel and Outlook email.

Demonstrated ability to:

- Think critically and creatively, have a high standard of ethical behavior and integrity, and be motivated to incorporate best practices into the organizational culture.
- Excellent customer service skills.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts.
- Maintain confidentiality of student information pursuant to FERPA laws and other policies.
- Communicate effectively, both orally and in writing.

INTERNSHIP COORDINATOR

- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze, proof read and perform critical thinking skills.

Approved: September 6, 2023.