JOB DESCRIPTION

POSITION TITLE: Career and Professional Development (CaPD) Internship Coordinator

JOB CLASS: Staff

SUPERVISOR: Director of Career and Professional Development

CLASSIFICATION: Full Time

LOCATION: DeLand

SUPERVISORY: No

DEPARTMENT: Campus Life and Student Success

POSITION OVERVIEW: The Internship Coordinator is a full-time, professional staff member in the Division of Campus Life and Student Success and reports to the Director of Career and Professional Development (CaPD). CaPD provides education and services for approximately 3,100 undergraduate and graduate students from the College of Arts & Sciences, the School of Business Administration, and the School of Music, as well as alumni from each of these programs. Our team consists of six full-time staff including five professional staff and one administrative specialist. Part-time staff includes one graduate assistant and four student employees. CaPD and CLaSS visions, missions and goals closely align with and are visibly supported by Stetson University’s strategic map (http://www.stetson.edu/other/strategic-planning/presidents-message/strategic-map.php).

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS: This position requires a Bachelor’s degree with a Master’s degree in Student Affairs, Counseling, Human Resources or a closely related field preferred. The ideal candidate will have a minimum of one to two years of experience developing, promoting, and managing internship/experiential learning opportunities for students in a higher education environment. The position requires a dynamic individual with strong verbal and written communication skills, a commitment to inclusive excellence, and the ability to develop and maintain effective working relationships with students, alumni, families, employers, faculty, and staff.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES: The Internship Coordinator will provide coaching and advising to students across the university regarding career exploration and development of professional skills in preparation for internship experiences. In support of academic departments, the Internship Coordinator will also advise students on the requirements to register for academic internships. The Internship Coordinator will serve as a resource to employers interested in hiring students for internship positions and conduct employer outreach to increase the number of internship opportunities available. In conjunction with the Director of CaPD and academic departments, the Internship Coordinator will develop and implement a centralized campus-wide internship program.

Responsibilities:
- Provide career coaching to students seeking internship opportunities, including providing advisement on the registration process for academic internships
- Improve student access to internship opportunities through employer development activities and collaboration with faculty
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- Provide support to academic departments interested in increasing their students’ participation in internships
- Continue to develop and implement a centralized registration process for internships in conjunction with the Director of CaPD, the Registrar, IT, and academic departments
- Collect and maintain internship participation data and provide reports for stakeholders
- Create and present pre- and post-workshops for students participating in academic internships
- Develop and provide engaged programming to increase students awareness of and successful participation in internships
- Administer multiple internship travel funds including the processes for marketing, awarding, and disbursing the funds in collaboration with the Office of Student Financial Planning and the Office of Development and Alumni Engagement
- Conduct site visits to current and potential internship sites to evaluate learning/work environments
- In collaboration with the Associate Director of CaPD, create and implement a marketing campaign to raise awareness about internships and campus resources available to support participation in these high-impact practices
- Partner with the WORLD International Learning Center to support students awareness and participation in international internships
- Supervise one student employee designated to assist with office activities pertaining to internships
- Represent the University CaPD office and/or Campus Life and Student Success division on appropriate university committees, meetings and functions.
- Provide success coaching to students; provide support and resources to develop effective self-determination and self-advocacy to reach students’ academic and personal goals.
- Perform other duties as assigned.

WORKING CONDITIONS: Requires some physical effort, i.e., some standing and walking, frequent light lifting (5-10 lbs.); some carrying moderate weight (12-20 lbs); and the operation of office equipment in which manipulative skills and eye-hand coordination are important ingredients of productive operations. Tasks may involve extended periods at a keyboard; perceptual demands for sound, form, texture and depth.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.