

Externship Coordinator Position Description

Engage and maintain relationships with businesses, employers and community organizations to develop and maintain work site externships for TigerLIFE students.

1. Establish all externship job sites at least 6 weeks prior to the beginning of each semester and provide the dates and times for each externship day during the semester
2. Confirm all externship job sites at least 3 weeks prior to the beginning of each semester
3. Assure there are externships for TigerLIFE students who are ready
4. Collaborate with the On-Campus Coordinator to assign the best available externships for TigerLIFE students and supervising advocate staff
5. Complete all documents relevant to each student's externship (i.e., social contract, inclusion form, attendance tracking form, etc.) and place in a notebook labeled for that externship at least 1 week prior to each new semester
6. Connect with each externship job site contact person face-to-face, by phone or email throughout the semester to get feedback and see if modifications are needed
7. Work with assigned externship advocates to assure externships are running smoothly
8. Provide coverage as needed on externships
9. Lead the team through challenges when externship sites withdraw or other challenges arise affecting any of the student externships
10. Provide all externship site contact information to the On-Campus Coordinator and TigerLIFE office
11. Assure students email weekly reports to be reviewed and collated into a mid-term progress report and an end of semester progress report.
12. Communicate with students' parents/guardians as needed on assigned externships
13. Work collaboratively with all TigerLIFE teams
14. Additional responsibilities as assigned
15. Adhere to all TigerLIFE Policies and Procedures

Externship Coordinator Position Qualifications

1. Bachelor's degree in vocational rehabilitation, counseling, adult education or related field
2. Six (6) year's work experience in a supervisory position in a non-profit, government or community organization and/or business environment
3. Knowledge of and experience with adults with disabilities preferred
4. Ability to anticipate problems, develop contingency plans, evaluate the situation and implement alternative courses of action (analytical thinking)
5. Self-starter, works independently, task oriented, multi-tasking, creative problem-solver, persistent, organized, clear, concise verbal and written communications, responsive to requests with timely follow-up
6. Strong interpersonal skills with the ability to network and influence others to create new opportunities for the students/referrals
7. Must be computer literate with the ability to review, analyze and use labor market research
8. This is a temporary, part-time position (up to 30 hours per week)