

Internship Coordinator Position Description

Engage and maintain relationships with on-campus departments, businesses, employers and community organizations to develop and maintain work site internships for TigerLIFE students

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

Internship Coordinator Position Qualifications

1. Bachelor's degree in vocational rehabilitation, counseling, adult education or related field (Master's degree preferred)
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)