

Imperial Valley College

Internship and Work Experience Coordinator

*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 within the job; however, any additional duties will be reasonably related to this class.*

THE POSITION:

Under the direction of the Dean of Economic and Workforce Development, coordinates student Work Experience and Internship with faculty, to recruit students, faculty, and employers to participate in the work experience/internship programs. Oversee marketing of the Work Experience/Internship programs. Oversee reporting, including data collection and validation as required by the California Community College Chancellor's Office (CCCCO) including troubleshooting problems.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification.

- Recruit students, faculty, and employers to participate in work experience/internship programs. Advise students regarding potential placements.
- Oversee, monitor, update, troubleshoot and maintain student data including post program follow-up as required by the College.
- Oversee marketing of Work Experience/Internship programs. Prepare and disseminate promotional materials; ensure up-to-date information on the Web and all marketing outlets.
- Assist faculty in maintaining student and employer compliance with Title 5 of the California Code of Regulations, district-approved local plan guidelines, and district policies.
- Coordinate with College CTE programs, Work Experience faculty, and local employers to provide employment and internship information and opportunities for students.
- Assess student workplace readiness; discuss and model positive work skills and habits; assist students in exploring career interests and occupational choices.
- Assist with program review for the Work Experience/Internship program to establish long and short term goals and strategies. Assist in the preparation and monitoring of program budget.
- Attend CTE departmental meetings and advisory committees' meetings. Promote positive relationships in the community including business organizations, chambers of commerce, and employer groups.
- Maintain confidentiality. Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and the students with physical and learning disabilities.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Methods and techniques of coordinating work experience/internship programs.
- Employment preparation, including search and hiring techniques and practices.
- Occupational terminology, occupations, and basic requirements for jobs.
- Methods and practices of record keeping and report preparation.

- Applicable sections of the State Education Code and other applicable laws, including those pertaining to Cooperative Work Experience and internships.
- Current technologies, personal computer, and associated office software including database software and spreadsheets.
- Correct usage of English, grammar, spelling, punctuation, and vocabulary.
- Marketing strategies
- Employment interviewing and resume development techniques Record-keeping and report preparation techniques
- Interpersonal skills using tact, patience, and courtesy

Ability To:

- Mentor students
- Organize and develop creative Work Experience/Internship components.
- Meet the needs of career technical students with diverse backgrounds.
- Travel within the District with personal transportation
- Establish and maintain cooperative working relationships with faculty, employers and those contacted in the performance of duties.
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students including those with physical and learning disabilities.

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Marketing or a related field and 3-5 years of related experience;

OTHER REQUIREMENTS:

A valid California driver's license.

WORKING CONDITIONS:

Duties are primarily performed in an office environment at a desk or computer terminal. Incumbents are subject to frequent contact in person and on the telephone with College personnel, students, and representatives of the business community, external funding agencies and community or professional organizations. Frequently must travel to other offices or locations to attend meetings or conduct work.

PHYSICAL DEMANDS:

Typically, must sit for long periods, use hands and fingers to operate a computer keyboard, see clearly to read normal and fine print, speak clearly and distinctly to provide information in person or on the telephone, hear and understand voices over telephone and in person, and regularly lift, carry and/or move objects weighing up to 10 pounds. Must be able to remember key information and concentrate for long periods of time.