



<b>Job Title</b>	Internship Experiences Coordinator I, II	<b>Job Code</b>	AA0421, AA0422, AA0448
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	16, 17
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt/Non-Exempt
<b>Job Family</b>	Academic and Program Management	<b>Union Code</b>	0
		<b>Subfamily</b>	Academic Services

**Job Family & Subfamily Summary**

**Academic and Program Management Professionals** develop, administer, or support programs that enhance the learning environment for students or faculty development.

**Academic Services Professionals** provide services and support for operations of academic programs.

**Job Summary**

Coordinates with staff, faculty, administrators, and community partners to ensure that eligible students are registered and placed in state-approved internships and field experience placements.

**Representative Duties**

1.
  - Oversees the evaluation of records (including audits and graduate plan of study) of students applying for internships
  - Coordinates, reviews, organizes and maintains applications and records for all internships
  - Maintains, provides and seeks relevant information for students, faculty and administrators, including managing data pertinent to state, regional and national accreditation
  - Coordinates placements for internships and field experience
  - Communicates, coordinates, and cultivates with partnership personnel, faculty, administrators and students
  - Oversees registration for internship and related courses for eligible students
  - Coordinates maintenance of appropriate databases to assist with reports
  - Assists with and/or presents at university intern orientations, seminars and career fairs
  - Evaluates and revises online application process and office operations
  - Supervises daily work of student assistants
  - Serves on college and university level committees, as appropriate
  - Attends-partnership intern orientations, seminars and career fairs, as appropriate

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
See Level Addendum below		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

## Level Addendum

*Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.*

### Level I

- 0+ years of relevant work experience
- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

### Level II

- 2+ years of relevant work experience
- Works independently with general supervision
- Problems faced are difficult but typically not complex
- May influence others within the job area through explanation of facts, policies and practices

**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**