



Job Title	Internship Experiences Manager	Job Code	AA0440
Pay Plan	A&P	Pay Grade	18
Union	Non-Union	FLSA Status	Exempt
Job Family	Academic and Program Management	Union Code	0
		Subfamily	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

Designs, facilitates, and maintains the operation of internships and field experiences for the College of Community Innovation and Education.

Representative Duties

1.
 - Coordinates the development, implementation and interpretation of operating procedures
 - Assists in the administration and interpretation of laws, rules, policies and procedures related to FERPA, admission, program requirements, curriculum additions/changes/deletions and graduation
 - Assists Director with developing and cultivating partnerships with personnel responsible for internship placements, field experiences and service learning
 - Facilitates field placements of interns in collaboration with program faculty and administrators
 - Assist in planning, organizing, and delivering professional learning for students, such as internship orientations, career fairs, and seminars
 - Collaborates with the director, departments, faculty and staff regarding internship materials
 - Manages the internship and field experiences application platform, processes, procedures and facilitation of program faculty review
 - Oversees and maintains records associated with internship data
 - Assists Director with budgetary items, reports, department goals and objectives, data reporting for institutional effectiveness, accreditation, and state program approval
 - Serves on university and college committees
 - Assist with recruitment and hiring
 - Supervises and plan professional development opportunities for staff

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience		
Additional Requirements		

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.

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.