**Campus Life and Student Success**

**Career and Professional Development (CaPD)**

**Assistant Director, Internships**

**Full-time, exempt, twelve-month position with full benefits**

**Application Instructions:**

Please apply online via the Stetson University employment site at:

<https://stetson-careers.silkroad.com/> and upload your resume and cover letter.

**OVERVIEW:**

The Assistant Director, Internships is a full-time, professional staff member in the Division of Campus Life and Student Success and reports to the Director of Career and Professional Development (CaPD). CaPD provides education and services for approximately 3,400 undergraduate and graduate students from the College of Arts & Sciences, the School of Business Administration, and the School of Music, as well as alumni from each of these programs. Our team consists of six full-time staff including five professional staff and one administrative specialist. Part-time staff includes one graduate assistant and four student employees. CaPD and CLaSS visions, missions and goals closely align with and are visibly supported by Stetson University’s strategic map (<http://www.stetson.edu/other/strategic-planning/presidents-message/strategic-map.php>).

**Qualifications:**

This position requires a candidate to be enrolled in a Master's degree program in Higher Education Administration, Student Affairs Administration, Counseling or closely related field with a graduation date no later than May 2020, with at least 2 years of experience in career coaching or professional development. The ideal candidate will have a Master’s degree in one of the areas listed above, and a minimum of one to two years of experience developing, promoting, and managing experiential learning opportunities in a higher education environment with a focus on inclusive excellence. The Assistant Director will be a solutions-oriented individual who is able to work collaboratively and effectively with faculty, alumni, and employers to offer quality internship experiences that integrate students’ academic experiences with their professional goals.

**Description:**

The Assistant Director will provide coaching and advising to students across the three Colleges and Schools regarding career exploration and the internship search process. The Assistant Director is responsible for the undergraduate academic internship registration process on the DeLand Campus including monitoring students’ completion of requirements, communicating with faculty internship instructors on a regular basis, and providing Internship Orientation sessions. The Assistant Director develops and implements programming to increase students’ awareness of internship opportunities and to facilitate their development of professional skills in preparation for internship experiences. The Assistant Director will serve as a resource to employers interested in hiring students for internship positions and conduct employer outreach to increase the number of internship opportunities available.

**Responsibilities:**

* Deliver career coaching to students seeking internship opportunities, including advisement on the registration process for academic internships
* Improve student access to local, out-of-state, and international internship opportunities through employer development activities, collaboration with faculty, and knowledge of international internship providers
* Provide support to academic departments interested in increasing their students’ participation in internships
* Collaborate with department chairs and faculty internship instructors to serve as a resource for best practices in the supervision of students’ participating in academic internship courses
* Oversee the process for undergraduate academic internship registration in conjunction with the Registrar, IT, and academic departments
* Collect and maintain data on students participating in internships and provide reports for stakeholders
* Develop, market, and implement engaged programming to facilitate students participation in internships
* Administer multiple funds to support students participation in internships, including marketing, awarding, and disbursing the funds in collaboration with the Office of Student Financial Planning and the Office of Development and Alumni Engagement
* Conduct site visits to current and potential internship sites to evaluate learning/work environments
* Serves as liaison to the WORLD International Learning Center, Center for Community Engagement, and Office of Diversity & Inclusion in order to support diverse student populations awareness of and participation in internships
* Collaborate with the WORLD International Learning Center to provide support for international students participation in internship experiences
* Hire, train and supervise the CaPD Graduate Assistant
* Represent the University CaPD office and/or Campus Life and Student Success division on appropriate university committees, meetings and functions.
* Perform other duties as assigned.

**WORKING CONDITIONS:**

Requires some physical effort (i.e. standing and walking); occasional light lifting; manual dexterity in operation of office equipment; extended period of time at a keyboard; perceptual demands for color, sound, form and depth; and at times, hours outside the normal university schedule.

**Inter-divisional Collaboration:**

This position will closely collaborate with many divisions/departments on campus, including Campus Life and Student Success. Campus Life and Student Success is a dynamic, evolving division driven by transformational leadership and continuous improvement. We seek team members who are highly motivated, strategic thinkers and relationship builders who thrive on shared governance. Our high expectations are matched by a robust professional development curriculum, which promotes achievement and significance through self-assessment, reflection, and holistic goal setting. We actualize a philosophy of challenge and support grounded in liberal learning and development as it relates to student persistence and success. We are committed to facilitating student discovery and exploration consistent with the aims of a broad liberal arts education; offering impactful learning opportunities based on current research and empirical data; cultivating the unique strengths and perspectives of individual students; fostering global awareness, social justice values, and civic engagement; and providing a healthy and vibrant educational environment conducive to holistic well-being.

**The University:**

Founded in 1883, Stetson University (<http://www.stetson.edu>) is a private, selective university comprised of a rich array of liberal arts and professional academic programs. Collectively, Stetson’s faculty works with over 4,300 students in undergraduate, graduate, and professional programs. The University’s historic main campus, located in DeLand, enrolls more than 3,000 students in undergraduate programs in the College of Arts & Sciences, the School of Business Administration, and the School of Music. Stetson University College of Law, Florida’s first law school, moved from the main campus to Gulfport in 1954, and, with the addition of the Tampa Law Center, serves almost 900 students working full-time or part-time toward J.D. or LL.M. degrees. Graduate programs offered at the main campus and at the Stetson University Center in Celebration include Business, Educational Leadership, Fine Arts, and Counseling. Florida’s oldest private institution of higher learning, Stetson has regularly been ranked among the best regional universities in the Southeast and was the first private college in Florida to be granted a chapter of Phi Beta Kappa.

Stetson University provides an inspiring education that engages students with rigorous academic and creative study grounded in liberal learning and promotes civic values of personal and social responsibility. Working closely with faculty and with one another, students cultivate abilities to explore issues deeply, think critically, reason empirically, speak persuasively, and connect ideas creatively. Firmly committed to inclusive excellence, our vibrant community of teacher-scholars nurtures the potential of individual students to lead lives of significance and prepares each to meet the challenges of shaping the future—locally, nationally, and globally.

Stetson University is located in DeLand, Florida, one-half hour’s drive from Daytona Beach and from Orlando’s northeast suburbs, offering easy access to both outdoor recreational opportunities and the amenities of a larger city. DeLand, Florida is the county seat as well as a college town with Stetson University’s campus classified as a National Historic District. The award-winning downtown, known as Mainstreet DeLand, which is lined with local gift and antique shops, restaurants, and entertainment venues hosting several festivals and special events.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.