

# ASSISTANT DIRECTOR, INTERNSHIP PROGRAMS

The Office of Career Services

## *Job Description*

The university seeks to develop a state-of-the-art cross college internship program in which an increasing number of students will have opportunities for quality experiential education. The Assistant Director, Internship Programs will lead this initiative and collaborate with faculty in each department to create and sustain a quality UT internship program.

### **Responsibilities:**

- Provide vision and direction through effective academic and employer partnerships for university-wide internship program.
- Promote experiential education to students, faculty and employers and administer an Internship Preparation program for students.
- Counsel undergraduate and graduate students about internship opportunities and preparation for an internship search.
- Facilitate faculty academic approval process for all UT internships while supporting faculty representatives.
- Assist with implementation of the University's Quality Enhancement Plan (QEP) as it relates to centralized internship program and inquiry-based internships.
- Consult and meet with employers as they develop and implement an internship program.
- Expand experiential education programs and develop job shadowing and externship opportunities.
- Participate in monthly Faculty Internship Committee meetings as ex-officio member.
- Seek and develop internship resources for students, faculty and employers and maintain them on the Career Services website and Blackboard. Resources will include topics such as internship preparation, legal issues, academic credit, etc.
- Provide classroom and organization presentations as well as within Tampa Bay community.
- Collaborate with Career Services staff on departmental programs and initiatives, providing support in areas including walk-in appointments, delivering workshops and academic college liaison role.
- Plan and organize Internship Fair held each semester
- Supervise Career Services Marketing Intern whose responsibilities include social media management, creation of marketing materials and outreach.

For a full details on this opportunity and to apply please visit <https://jobs.ut.edu/>

For an overview of Career Services at The University of Tampa please visit: [www.ut.edu/career](http://www.ut.edu/career)

## **Requirements**

1. Master's degree in student personnel, higher education, or related field.
2. Two years required of related experience in academic/career counseling.
3. Experience in developing and presenting job search/career management content.
4. Proven knowledge of career development theories, career counseling skills and experience in utilizing and interpreting MBTI and Strong Interest Inventory.
5. High level of customer service; collaboration, exceptional work ethic; attention to detail; organizational, problem-solving, and follow-through ability.
6. Ability to maintain discretion and confidentiality.
7. Proficiency with MS Office and database management experience.
8. Familiarity with career management technology (Experience, C3M); also familiar with Ektron (web updating), BlackBoard, and social media applications.
9. Excellent oral and written communication skills; ability to speak effectively before groups
10. Ability to work evenings/weekends as required.