

**CAMPUS LIFE AND STUDENT SUCCESS
CAREER AND PROFESSIONAL DEVELOPMENT (CaPD)
INTERNSHIP COORDINATOR**

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

OVERVIEW:

The Internship Coordinator 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 3,100 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 Bachelor's degree with a Master's degree in Student Affairs, Counseling, Human Resources or a closely related field preferred. The ideal candidate will have a minimum of one to two years of experience developing, promoting, and managing internship/experiential learning opportunities for students in a higher education environment. The position requires a dynamic individual with strong verbal and written communication skills, a commitment to inclusive excellence, and the ability to develop and maintain effective working relationships with students, alumni, families, employers, faculty, and staff.

JOB DESCRIPTION:

The Internship Coordinator will provide coaching and advising to students across the university regarding career exploration and development of professional skills in preparation for internship experiences. In support of academic departments, the Internship Coordinator will also advise students on the requirements to register for academic internships. The Internship Coordinator 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. In conjunction with the Director of CaPD and academic departments, the Internship Coordinator will develop and implement a centralized campus-wide internship program.

RESPONSIBILITIES:

- Provide career coaching to students seeking internship opportunities, including providing advisement on the registration process for academic internships
- Improve student access to internship opportunities through employer development activities and collaboration with faculty
- Provide support to academic departments interested in increasing their students' participation in internships
- Continue to develop and implement a centralized registration process for internships in conjunction with the Director of CaPD, the Registrar, IT, and academic departments
- Collect and maintain internship participation data and provide reports for stakeholders
- Create and present pre- and post-workshops for students participating in academic internships
- Develop and provide engaged programming to increase students awareness of and successful participation in internships
- Administer multiple internship travel funds including the processes for 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
- In collaboration with the Associate Director of CaPD, create and implement a marketing campaign to raise awareness about internships and campus resources available to support participation in these high-impact practices

- Partner with the WORLD International Learning Center to support students awareness and participation in international internships
- Supervise one student employee designated to assist with office activities pertaining to internships
- Represent the University CaPD office and/or Campus Life and Student Success division on appropriate university committees, meetings and functions.
- Provide success coaching to students; provide support and resources to develop effective self-determination and self-advocacy to reach students' academic and personal goals.
- 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 4,100 students in undergraduate, graduate, and professional programs. The University's historic main campus, located in DeLand, enrolls more than 2,800 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 over 1,000 students working full-time or part-time toward J.D. or LL.M. degrees. Graduate programs offered at the main campus and at Stetson University Center in Celebration include Business, Educational Leadership, Reading Education, 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, is lined with local gift and antique shops, restaurants, and entertainment venues hosting several festivals and special events.

APPLICATION PROCEDURES:

This position is posted on the Stetson University Office of Human Resources website (<http://www.stetson.edu/administration/employment/>). Interested applicants must submit a cover letter, resume, and the names, emails, and telephone numbers of three professional references to the Office of Human Resources at humres@stetson.edu or send to Stetson University, Inc., Office of Human Resources, 421 N. Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: 386.822.7562. Review of applications will begin immediately and continue until the position is filled.

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.