

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2024**

INTERNSHIP AND EMPLOYER RELATIONS COORDINATOR

JOB FAMILY: MANAGERIAL/SUPERVISORY – BUSINESS

JOB FUNCTION: MANAGERIAL/SUPERVISORY

FLSA STATUS: EXEMPT - PAY GRADE: 17 - C

GENERAL STATEMENT OF JOB

The Internship and Employer Relations Coordinator plans, organizes, and manages various processes and activities of the Collegewide internship and experiential learning programs and ensures program success. This position establishes and maintains strategic business and community relationships to determine regional workforce needs, establishes related internships/experiential learning opportunities, and/or coordinates student placement into internship/experiential learning opportunities. This position generates new experiential learning and employment opportunities for students and alumni and academic department connections for advisory boards.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES *(Depending upon assignment)*

Manages and oversees the administrative operations of the Collegewide internship and experiential learning programs and manages requests and documentation, monitors timelines, assists students in securing appropriate internships, coordinates events, and communicates with students, faculty, employers, and other stakeholders.

Fosters industry relationships to source new opportunities and enhance employer presence on campus, including site visits, campus recruitment, job postings, career fairs, internships, class/organization presentations, presentations at business gatherings, and other engagement activities. Initiates and builds partnerships with employers to develop experiential learning opportunities locally, state-wide, nationally, and internationally.

Maintains Customer Service Management (CSM) platform with information on internship course offerings, employer organizations, engagement activities, confirmation of placement, and/or approval of internship, employment, and/or service learning opportunities.

Researches industry, local, and educational trends through reading industry journals, articles, and news feeds; meets and talks with employers about current and future workforce needs; participates in committee meetings and events; visits other institutions to learn about their best practices; and explores other career development topics through educational courses, lectures, panels, and meetings.

Encodes internship course offerings, makes adjustments, and assigns instructors. Assists students and instructors with enrollment, late entry, access to closed courses, reenrollment to dropped courses, and/or documentation of final course assignments.

Examines placement information to confirm suitability of internship duties related to academic program requirements. Collects information, analyzes results, and prepares records and reports.

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Communicates with internal and external parties on critical dates and time frames for sensitive information and data collection.

Provides input into policy development and implements policies and procedures that ensure the integrity and excellent implementation of internship, recruiting, and other experiential learning programs that meet the needs and expectations of interns/students, faculty, and employers.

Compiles statistical information for monthly metrics and annual reports.

Designs and prepares related marketing materials such as newsletters; composes content, and coordinates timing of communications to employers and/or students in collaboration with FSCJ Marketing.

Provides administrative support to create and maintain a college-wide environment supportive of student needs.

Performs other related duties, as required.

SUPERVISION RECEIVED:

Supervision is received from the designated supervisor.

SUPERVISION EXERCISED:

May perform in a supervisory or lead capacity over assigned staff.

MINIMUM QUALIFICATIONS:

Bachelor's degree from a regionally accredited institution and four (4) years of related experience.

PREFERRED QUALIFICATIONS:

Bachelor's degree in Marketing, Business Administration, or a related field, from a regionally accredited institution and four (4) years of direct higher education experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 08/22/2024