Title: Employer Relations and Internship Coordinator

Function: Under the direction of the Dean of Student Success, the Employer Relations and Internship Coordinator will develop and coordinate relationships between Gordon College and employers and provide specialized career development opportunities for students. The Coordinator will focus on connecting students with internships, co-ops and other work-learning programs and related resources in order to prepare students for exceptional opportunities and to expand the number and breadth of internships being completed annually. Builds the employer relations network and partner organizations for Gordon and contributes to recruitment programs to help prepare and connect students and recent graduates with internships, rotational programs, and professional employment at organizations worldwide.

Description of Duties and Tasks:

Primary Functions and Estimated Time Allotment:

1. Student Appointments/Preparation (30%)
2. Events (15%)
3. Employer Relations, Internship Development (30%)
4. Internship Registration/Advising (25%)

Essential Responsibilities:

1. Serves as a specialist for issues relating to internships and co-ops.
2. Meets with students individually and in groups to advise them on the following topics: searching for and applying for internships, how to present themselves as candidates, how to excel as an intern, networking assistance, mock interviews, and internship registration.
3. Through regular contact during internships and a formal debriefing process, encourages students to maximize their learning opportunities and outcomes as well as their professional development and career exploration.
4. Develops on and off-campus workshops, programs and events to encourage students and alumni to pursue internship opportunities, to help them connect with employers to explore and apply for internship opportunities and to develop their professional skills and presentation to be successful interns and full-time professionals.
5. Advertises all internships by posting announcements via Gordon’s Handshake system, campus email to faculty, students and distribution lists, and other forms of promotion and communication.
6. Responds to organizations wishing to advertise internships or co-ops at the College and helps facilitate contacts with academic departments, faculty, students and recent graduates. Manages Handshake postings in coordination with others within the Career and Connection Institute (CCI).
7. Develops a system for tracking and cross-referencing internship postings, contacts made through employer campus recruitment and networking introductions and maintains up-to-date contacts for these internship connections.
8. Updates and keeps current all information related to internships and co-ops on www.gordon.edu and Handshake including information about a wide array of internship web sites, print and web resources and networking contacts. Curates content including informational guides and handouts and presentations.
9. Oversee intern registration process for for-credit and 0-credit internships, and serve as faculty supervisor for internships.
10. In conjunction with the Dean and others within CCI, supports a survey and data collection system to track internship, co-op and practicum outcomes of students by academic semester and summer and is responsible for providing internship data for institutional research purposes and requirements.
11. Participates in and supports CCI programs and events as requested, including class presentations at request of faculty, attending prospective student events, other Admissions events, and representing CCI at both on and off campus events.
12. Attends employer open houses, business expos and/or job fairs to make employer connections and to build relationships to further hiring opportunities for Gordon students.
13. Supports the advisory councils and committees working with CCI for strategic planning and advancement of vocational exploration and professional preparation programming for students.
14. Provides additional training (skills workshops) and for all career ambassadors to elevate their understanding of professionalism and to equip them to be representatives of our department both on and off-campus.
15. In conjunction with the Dean, designs and develops an employer relations follow up system of reconnecting with key employer partners on a regular basis.
16. Develops new employer relationships through cold-calls
17. Coordinate the employer outreach and logistical planning for on-campus events, e.g. internship fairs.
18. Prepares one-off events such as internship panels, convocations, or symposium workshops.
19. Support the planning for the Calling & Career Conference through leading presentations, working with planning committees, and preparing materials.
20. Serves on the 360 Transcript planning committee to represent development of internship modules and career learning integration.
21. Host and visit local employers to learn more about internship opportunities and engage them with the Gordon community.
22. Meet regularly with faculty and staff members to develop strong internship support and general CCI engagement.

Additional Responsibilities:
1. Participates in on-campus and off-campus professional development activities.
2. Completes other duties as assigned by the Dean.

Required Knowledge, Skills and Abilities:

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must possess a personal commitment to the Christian faith; practice Christian values in daily interactions with students, faculty, staff, and the public; demonstrably commit to Gordon’s mission, Statement of Faith, and statement of Life and Conduct at Gordon College.
2. Knowledge of issues related to career development for traditional and non-traditional college students.
3. Ability to establish and develop relationships between employing entities (companies, non-profits, school systems, etc.) and Gordon College.
4. Thorough knowledge of current hiring trends and ability to advise candidates about how to conduct a strategic job search including resume and cover letter development, employer research,
interview preparation, follow-up communication, use of social media, professional networking, use of electronic career resources, online applications, email applications, etc.

5. Strong written and verbal communication skills; thorough knowledge of business etiquette.

6. Ability to work with and serve a diverse constituency including alumni, traditional and non-traditional college students, faculty, staff, employer representatives, graduate school representatives, vendors, etc.

7. Ability to develop and deliver career workshops, class presentations, networking events, webinars, and other forms of public speaking and teaching/training.

8. Commitment to a Christian philosophy of liberal arts education, an approach to career development that is holistic and well integrated with academic and spiritual development. Thorough understanding of the theology of work.

9. Master’s degree in counseling, student development, higher education, business administration, organizational and industrial psychology or related field and significant experience in a corporate, college/university, or industry setting.

10. High level of competence with MS Office, calendar and email programs for Windows and OS X operating systems, Internet use and research, online social media, electronic career modules.

11. Ability to sit for extended periods of time. Valid driver’s license and reliable transportation.

12. Ability to work some evenings or weekends for special events or programs.