GORDON COLLEGE
Position Description

Title: Internship Specialist

Function: Under the direction of the Director of Career Services, provides specialized career development services focused on 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 of 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:

Essential Responsibilities:
1. Serves as a specialist for issues relating to internships (academic and Career Services) and co-ops.

2. Under the director of Career Services and in conjunction with the Gordon Global Internship program director, serves as a primary member of the GGI selection committee and participates fully in the candidate recruitment, application, review and selection process. Provides counseling/coaching services for students interested in the program and helps to prepare and advise them throughout the selection and placement process.

3. Meets with students individually and in groups to advise them on how to prepare for internships and how to present themselves as candidates.

4. 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.

5. Develops on and off-campus programs and events to encourage students 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 professionals.

6. Advertises top internships by posting announcements via the online career module (http://Gordon.experience.com), Career Services social media, and campus email.

7. 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.

8. Develops a system for tracking and cross-referencing internship postings, contacts made through employer campus recruitment and networking introductions and to maintain up to date contacts for these internship connections.
9. Updates and keeps current all information related to internships and co-ops on www.gordon.edu and http://gordon.experience.com, including information about a wide array of internship web sites, print and web resources and networking contacts.

10. In conjunction with the director and associate director, 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 all Career Services programs and events as requested, including giving class presentations at request of faculty, attending prospective student events on Gordon Experience Days and other Admissions events, and representing Career Services at both on and off campus events.

12. In addition to the director and associate director of Career Services, 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. Serves as an ex officio member of the Career Services Advisory Board.

14. Oversees the work of one or more Career Ambassador Interns to support internship programming.

Additional Responsibilities:
1. Participates in on-campus and off-campus professional development activities.

2. Completes other duties as assigned by the Director of Career Services.

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 profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.

2. Knowledge of issues related to career development for traditional and non-traditional college students.

3. 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 including Internet job posting sites, online applications, email applications, etc.

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

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

7. 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.

8. 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.

9. 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.

10. Supervisory experience is highly desirable.

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.

Position Code: CAR-INTSP-1
Grade: 5
FLSA Status: Exempt