Position Title: COORDINATOR OF INTERNSHIPS/EXPERIENTIAL LEARNING  
Location: San Antonio main campus  
Office/Department: Career Services  
FLSA Status (Exemption Category): Exempt  
Work Status: Full Time  
Reports To: Director of Career Counseling Services  
Supervisory Responsibility: N/A  
Created/Revised by (Date): R. Boyles (5/4/2011)  
Approved by (Date): P. Vargas, Director of Human Resources (8/23/2011)

Job Summary:  
The Coordinator of Internships/Experiential Learning will source, develop, and market internship and experiential learning opportunities to students, the campus community, and employers. The coordinator will oversee student participation in intern and experiential learning activities. The coordinator will manage campus career events, and participate in employer networking activities.

Essential Functions:  
1. Advises students on available internship opportunities and helps them acquire internships appropriate to their goals.  
2. Identifies internship employers, solicits their involvement in our internship program, and acquires their internship materials for our internship files.  
3. Collaborate with other departments/student services to effectively market internship/experiential learning through outreach programming. Promote the accessibility of internship/experiential learning postings as well as internship/experiential learning job-search strategies. Conduct outreach to current/prospective students and family members to promote benefits of experiential learning.  
4. Develops, organizes, and maintains the internship section of the career resources materials and the career services data base.  
5. Creates and maintains a process to advertise important internships with urgent deadlines.  
6. Develops internship workshops, information sessions and handouts.  
7. Conduct site visits to include campus, local, and regional employers to maintain relations as well as further expand internship/experiential learning opportunities, promoting out-of-the-classroom experience and learning activity related to students' academic studies and career direction. Participate in area business, not-for-profit associations, and chamber of commerce activities with emphasis on relation development.  
8. Keeps staff informed about new internship opportunities.  
9. Tracks student qualifications and progress through the guaranteed internship program. Evaluates program and implements improvements.  
10. Assist in collection of data for reports; assist in production of reports.

Additional Responsibilities:  
1. In advising sessions with clients, assists in the determination of initial career center service needs.  
2. Reviews resumes and cover letters, making recommendations for improvement.  
3. Answers questions and helps clients find resource materials.  
4. Trains and supervises student worker for data entry of internship opportunities and career advice network information.  
5. Coordinate career events to include such activities as a Job/Internship fair, and related internship/experiential learning events.  
6. Other duties as assigned.
**Knowledge, Skills, and Abilities:**
1. Excellent written and oral communication skills demonstrating assertiveness and professionalism.
2. Good organizational skills with special attention to detail.
3. Ability to consistently follow up regarding employers, student intern progress and other important deadline sensitive information.
4. Motivated/enthusiastic work style.
5. Ability to work in a fast paced environment with a broad range of internal and external constituents.

**Education and Experience:**
1. Bachelors degree.
2. Preferred qualifications include a masters degree (emphasis in student affairs, marketing, human resource management or related field).
3. Two years of experience in a business or career office setting.

**Applicant deadline:** Open until filled

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