



INTERNSHIP COORDINATOR

(Partially Grant-Funded)

The Internship Coordinator position is directly responsible to the Dean for Customized Training. The duties of this position will be performed in accordance with the goals and objectives of the Arkansas Northeastern College. The Internship Coordinator will be responsible for the College's internship program for manufacturing and process employers/clients. The Internship Coordinator also will provide intensive career placement services for industrial clients engaged in mass hiring events/processes.

This position will be a twelve-month (12), full-time appointment and is partially grant funded. Continuation of this position is contingent upon renewal of partial grant funding. This is an innovative service position that demands maximum performance, dedication, and flexibility. The duties of this position will involve making site visits to local employers, occasional out-of-town travel, and possible evening or weekend work.

DATE OF APPOINTMENT: July 1, 2022

QUALIFICATIONS:

A minimum of an Associate's degree with a Bachelor's degree preferred in public relations, business, office management, marketing, communications, or a related field. Minimum of five years of full-time work experience is required. Prior experience with career services, recruitment, activities, and public speaking is preferred. Familiarity with common office software, including Microsoft Word, Excel, and PowerPoint, is required.

JOB DESCRIPTION:

1. Plans and coordinates the annual Internship Week in which multiple employers interview multiple candidates leading to internship placements for that year or semester
2. Arranges internship placement at other times throughout the year as needed
3. Maintains close contact with all interns, as well as work supervisors, during each student's entire internship experience
4. Evaluates and, in the case of for-credit coursework, assigns grades to each internship student as the instructor of record
5. Works closely with specific assigned employer/clients engaged in mass hiring (10 or more openings) events/processes to fill all job openings
6. Collaborates closely with Mississippi County Economic Development to serve hiring needs of new and expanding local employers
7. Collaborates closely with ANC's Career Placement Coordinator, ADWORC Case Manager, and Career Pathways Initiative Coordinator to disseminate relevant information to students, faculty, and local employers
8. Serves as liaison with business groups, employment agencies, civic groups, and state and local governmental agencies for the purpose of internships and job placement and to promote awareness of College programs and training
9. Maintains detailed placement/follow-up data on all interns and other students assigned
10. Establishes an effective evaluation vehicle for internship and placement services
11. Participates in activities and takes on other reasonable duties as required by the Dean for Customized Training.

KNOWLEDGE, SKILLS, AND ABILITIES:

- a. Knowledge of or ability to acquire knowledge of career requirements for careers related to Arkansas Northeastern College graduates
- b. Ability to work cooperatively with various levels of representatives of business and industry
- c. Ability to analyze and report data about career placement results
- d. Ability to communicate well, both orally and written
- e. Competence in computer operations and use of current software programs as a minimum
- f. Ability to formulate and develop plans for Internship Week events
- g. Desire and ability to work independently and to follow through with detailed work
- h. Ability to work in a teamwork environment to meet performance objectives
- i. Ability to demonstrate dynamic and enthusiastic interpersonal skills
- j. Supervises the electrical apprenticeship program and maintains all documents and records needed
- k. Maintains industry training records such as certificates, sign-in sheets, and invoices
- l. Advises industry professionals, enrolls industry employees into college credit classes as requested
- m. Maintains room rental and building-wide room schedule/calendar
- n. Material and consumable ordering for customized industry training
- o. Assist in room setup and other administrative duties as assigned

SALARY:

Salary is commensurate with education and experience. A generous benefit package is included.

APPLICATION DEADLINE:

Review of applications will begin immediately and will continue until the position is filled.

APPLICATION PROCEDURES:

To be considered for the position, interested candidates should submit all of the following: cover letter, resume, completed application (available at www.anc.edu/jobs) and transcripts to thampton@smail.anc.edu or mail to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109**. For more information, please call (870)762-3121.

Applicants applying for a position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

DATE OF ANNOUNCEMENT: May 24, 2022