

CAREER INTERNSHIP COORDINATOR

Code No: 6-18-014

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible coordinating position in which the incumbent directs a career internship program for high school students wishing to research and experience a specific occupation or occupational field. The employee has responsibility for securing the internships sites (business, institutions, etc), selecting and guiding the students, as well as organizing the remaining components of the program including public relations, advisory, liaison and reporting activities. The employee receives direct supervision from an administrator. Supervision is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Identifies, selects and recommends placement of students applying for the career internship program;

Identifies and selects appropriate internship sites and personnel to serve as community advisors for students;

Matches students' interests and qualifications to appropriate internship assignments;

Initiates and coordinates all conferences involving community and faculty advisors and students;

Provides on-site supervision and monitoring of all student internships;

Prepares and disseminates all required reports, evaluations and credit recommendations for student interns;

Organizes and implements an annual recognition function for students and community advisors and prepares suitable awards for involvement;

Develops necessary publicity and recruitment materials;

Serves as district liaison with various community groups;

Organizes and develops annual career speaker panel;

Shares expertise with other school districts starting internship programs;

Surveys college seniors who participated in the internship program to evaluate effectiveness of the program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of interviewing techniques and principals; good knowledge of career trends and employment opportunities; good knowledge of

area job market and employment requirements for a variety of occupational fields; ability to conduct screening and informational interviews; ability to assess reasonableness and effectiveness of individual student programs; ability to guide, place and assess the needs of the students entered into the program; organizational abilities; ability to communicate effectively both orally and in writing; ability to establish and maintain effective professional relationships with area management personnel, students, community advisors and mentors; ability to promote the program to students, parents and the business community; ability to supervise and evaluate students; initiative; good judgment; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus two (2) years of full-time or its part-time equivalent experience in either personnel administration, employment counseling, job or manpower development, student recruitment, placement or instruction or public or community relations or related area; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or completion of sixty (60) college level semester credits, and three (3) years of experience as defined in (A); OR,
- (C) Graduation from high school, or possession of a high school equivalency diploma, and four (4) years of experience as defined in (A); OR,
- (D) An equivalent combination of training and experience as defined by the limits of (A) and (C).

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: July 25, 1985