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## Brandon University Internships 2024 / 2025 Apply Now

### Description

Brandon University is seeking a dynamic and motivated individual to join our team as an Internship Program Coordinator. This role is integral to the success of our internship program, connecting students with valuable hands-on experiences in their respective fields. The Internship Program Coordinator will work closely with students, faculty, and external partners to ensure the seamless execution and continuous improvement of our internship initiatives.

### Responsibilities

#### 1. Student Engagement:

- Facilitate information sessions and workshops to promote internship opportunities.
- Guide students through the internship application and placement process.
- Foster strong relationships with students to provide ongoing support during their internships.

#### 2. Employer Relations:

- Collaborate with local and regional employers to identify internship opportunities.
- Develop and maintain partnerships with organizations to ensure a diverse range of internship options.
- Regularly communicate with employers to assess the effectiveness of intern placements.

#### 3. Program Administration:

- Oversee the day-to-day operations of the internship program.
- Maintain accurate records of student placements and evaluations.
- Implement and improve program policies and procedures.

#### 4. Event Coordination:

- Organize networking events, career fairs, and other activities to connect students with potential internship providers.
- Coordinate information sessions with industry professionals to enhance student understanding of specific sectors.

#### 5. Feedback and Evaluation:

- Collect feedback from both students and employers to evaluate and enhance the internship program.
- Analyze program outcomes and make recommendations for continuous improvement.

### Qualifications

- Bachelor's degree in a relevant field (Master's degree preferred).
- Experience in program coordination, preferably in an educational or internship context.
- Strong communication and interpersonal skills.
- Proven ability to build and maintain relationships with students, faculty, and external partners.

### Hiring organization

Brandon University

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Higher Education

### Job Location

Brandon, Manitoba, Canada, R7A,  
Brandon, Manitoba, Canada

### Working Hours

09

### Date posted

April 16, 2024

### Valid through

22.01.2028

- Organizational skills with attention to detail.
- Familiarity with the local and regional job market.

## Job Benefits

- 1. Competitive Compensation:**
  - We offer a competitive salary commensurate with experience and qualifications.
- 2. Professional Development:**
  - Access to ongoing professional development opportunities to enhance your skills and knowledge.
- 3. Health and Wellness:**
  - Comprehensive health and dental insurance coverage to support your well-being.
- 4. Retirement Savings:**
  - Participation in a pension plan to help you build financial security for the future.
- 5. Work-Life Balance:**
  - Flexible work schedules and options for remote work to promote a healthy work-life balance.
- 6. Generous Vacation Time:**
  - A generous vacation allowance to allow you to recharge and enjoy personal time.
- 7. Collaborative Environment:**
  - Engage with a collaborative and supportive team that values open communication and teamwork.
- 8. Community Engagement:**
  - Opportunities to participate in community engagement activities and events.
- 9. Discounted Education:**
  - Access to discounted or subsidized educational programs for personal and professional development.
- 10. Career Advancement:**
  - Support for career advancement within the university through mentorship and growth opportunities.
- 11. Employee Assistance Program (EAP):**
  - Confidential counseling and support services to assist with personal and work-related challenges.
- 12. Networking Opportunities:**
  - Connect with professionals across various industries through networking events and conferences.
- 13. Modern Facilities:**
  - Work in a modern and well-equipped environment that enhances your productivity and comfort.
- 14. Recognition Programs:**
  - Recognition programs to acknowledge and celebrate your contributions to the success of the internship program.

## Contacts

- 1. Prepare Your Application:**
  - Ensure you have a current resume detailing your relevant education, work experience, and skills.
  - Write a cover letter that highlights your qualifications, experience, and interest in the Internship Program Coordinator role at Brandon University.
- 2. Submission Method:**

- Send your resume and cover letter as attachments in PDF format.
- 3. **Email Subject Line:**
  - In the subject line of your email, please include “Application for Internship Program Coordinator Position.”
- 4. **Address Your Application:**
  - Address your application to the Human Resources Department at Brandon University.
- 5. **Application Deadline:**
  - Please note the application deadline and ensure your materials are submitted before the specified date.
- 6. **Contact Information:**
  - Include your contact information in your cover letter, including your phone number and email address.
- 7. **Submission Email:**
  - Send your application to the designated email address provided for application submissions.