



<https://www.internshipcanada.online/job/niagara-college-internships/>

Niagara College Summer Internships 2024

Description

Niagara College is a renowned institution dedicated to providing exceptional educational opportunities and fostering career development for Canadian students. Our commitment to excellence extends beyond the classroom, as we offer dynamic internship programs designed to bridge the gap between academia and industry. With a focus on skill development, career-related work experience, and providing college credit opportunities, Niagara College Internships empower students to thrive in their chosen fields.

Niagara College is seeking a motivated and experienced Internship Coordinator to oversee our internship programs. The successful candidate will play a pivotal role in facilitating meaningful internship experiences for students, connecting them with industry partners, and ensuring they gain valuable skills and insights to succeed in their careers.

Responsibilities

- **Program Management:** Coordinate all aspects of the Niagara College Internships program, including recruitment, placement, and evaluation of interns.
- **Industry Liaison:** Cultivate and maintain relationships with a diverse range of industry partners to secure internship opportunities for students across various fields.
- **Student Support:** Provide guidance and support to students throughout the internship process, including assisting with resume writing, interview preparation, and professional development.
- **Compliance and Documentation:** Ensure compliance with relevant regulations and policies governing internships, and maintain accurate records of student placements and progress.
- **Evaluation and Assessment:** Develop mechanisms for evaluating the effectiveness of internship placements, gathering feedback from both students and employers to continually enhance the program.
- **Promotion and Outreach:** Collaborate with marketing and outreach teams to promote Niagara College Internships and attract top talent from Canadian colleges and universities.

Qualifications

- Bachelor's degree in a related field; Master's degree preferred.
- Proven experience in coordinating internship programs or related educational initiatives.
- Strong interpersonal skills with the ability to build and maintain professional relationships with students, faculty, and industry partners.
- Excellent organizational and time-management abilities, with a keen attention to detail.
- Familiarity with relevant laws and regulations governing internships in Ontario, Canada.
- Exceptional communication skills, both written and verbal.

Hiring organization

Niagara College

Employment Type

Intern

Duration of employment

3 Months

Industry

Higher Education

Job Location

Welland, Ontario, Canada, L3B,
Welland, Ontario, Canada

Working Hours

09

Date posted

March 29, 2024

Valid through

29.03.2028

- Ability to work collaboratively in a fast-paced environment and adapt to changing priorities.
- Passion for student development and a commitment to promoting career-related work experience opportunities.

Job Benefits

- Competitive salary commensurate with experience.
- Comprehensive benefits package, including health insurance and retirement plans.
- Opportunities for professional development and growth within a dynamic educational institution.
- Access to a vibrant campus community and a supportive network of colleagues dedicated to student success.

Contacts

- **Prepare Your Application Materials:** Update your resume to highlight your relevant experience and qualifications. Write a cover letter expressing your interest in the position and outlining how your skills align with the responsibilities outlined in the job description.
- **Submit Your Application:** Visit the Niagara College careers portal or our official website to find the job posting for the Internship Coordinator position. Follow the instructions provided to submit your application online. Ensure that all required documents are attached before finalizing your submission.
- **Application Deadline:** Pay close attention to the application deadline specified in the job posting. Submit your application well before the deadline to ensure it receives proper consideration.
- **Follow-Up:** After submitting your application, you may receive confirmation of receipt via email. If you haven't heard back within a reasonable timeframe, consider following up with the HR department to inquire about the status of your application.
- **Prepare for Interviews:** If your application is shortlisted, you may be invited for one or more interviews. Prepare by researching Niagara College, familiarizing yourself with our internship programs, and be ready to discuss how your experience and skills make you a suitable candidate for the role.
- **Attend Interviews:** Attend all scheduled interviews punctually and present yourself professionally. Be prepared to answer questions about your qualifications, experience, and your approach to coordinating internship programs.
- **Provide References:** If requested, provide contact information for professional references who can speak to your abilities and qualifications for the position.
- **Final Steps:** If selected for the role, you will be contacted with an offer of employment. Review the terms of the offer carefully and respond accordingly. Once accepted, complete any additional paperwork required for onboarding.