



<https://www.internshipcanada.online/job/seneca-college-internship/>

Seneca College Internship 2024 / 2025 New Job Application

Description

Seneca Polytechnic is a leading educational institution committed to providing students with hands-on experience and practical skills that prepare them for the workforce. As an integral part of Seneca College, we strive to foster innovation, creativity, and professional development in our students.

We are seeking a dynamic and organized individual to join our team as a Seneca College Internship Program Coordinator. In this role, you will be responsible for overseeing the coordination and administration of the Seneca College Internship Program, ensuring a seamless experience for both students and partner organizations.

Responsibilities

- Collaborate with faculty and staff to identify internship opportunities aligned with students' academic goals and career interests.
- Serve as the primary point of contact for students participating in the Seneca College Internship Program, providing guidance and support throughout the internship process.
- Develop and maintain relationships with a diverse network of partner organizations to facilitate internship placements for students.
- Coordinate internship logistics, including orientation sessions, site visits, and evaluations, to ensure a positive and meaningful experience for all stakeholders.
- Monitor student progress during internships, addressing any concerns or issues that may arise in a timely and professional manner.
- Collect feedback from students, employers, and faculty to continually improve the internship program and enhance its impact.
- Collaborate with the career services team to integrate internship experiences into students' overall career development plans.

Qualifications

- Bachelor's degree in a relevant field required; Master's degree preferred.
- Previous experience in higher education, student affairs, or related fields preferred.
- Strong organizational skills with the ability to manage multiple tasks and priorities effectively.
- Excellent communication and interpersonal skills, with the ability to interact professionally with students, faculty, staff, and external partners.
- Knowledge of experiential learning principles and best practices in internship program management.
- Ability to work independently and as part of a team in a fast-paced and collaborative environment.
- Proficiency in Microsoft Office Suite and other relevant software applications.

Hiring organization

Seneca Polytechnic

Employment Type

Intern

Duration of employment

3 Months

Industry

Higher Education

Job Location

Toronto, Ontario, Canada, M5B 2K3, Toronto, Ontario, Canada

Working Hours

09

Date posted

April 17, 2024

Valid through

17.04.2028

Job Benefits

1. **Healthcare Coverage:** We offer a comprehensive healthcare package, including medical, dental, and vision insurance, to help you and your family stay healthy and thrive.
2. **Retirement Savings Plan:** Prepare for your future with our retirement savings plan, which includes employer contributions and investment options to help you achieve your long-term financial goals.
3. **Professional Development Opportunities:** We are committed to supporting your professional growth and development. Take advantage of our ongoing training and development programs, workshops, and conferences to enhance your skills and advance your career.
4. **Work-Life Balance:** We believe in the importance of work-life balance and offer flexible work arrangements, including remote work options and flexible scheduling, to help you manage your personal and professional responsibilities.
5. **Paid Time Off:** Enjoy a generous paid time off package, including vacation days, sick leave, and holidays, to rest, recharge, and spend time with your loved ones.
6. **Employee Assistance Program (EAP):** Access confidential counseling services, resources, and support through our Employee Assistance Program to help you navigate life's challenges and maintain your well-being.
7. **Discounted Tuition:** As an employee of Seneca Polytechnic, you may be eligible for discounted tuition rates for yourself and your eligible dependents to further your education and pursue your academic goals.
8. **Wellness Programs:** Take advantage of our wellness programs and initiatives, including fitness classes, wellness workshops, and employee wellness challenges, designed to promote physical, mental, and emotional well-being.
9. **Community Engagement:** Join us in giving back to the community through volunteer opportunities, charitable initiatives, and partnerships with local organizations, making a positive impact beyond the workplace.
10. **Employee Recognition:** We believe in recognizing and celebrating the contributions of our employees. From employee appreciation events to recognition awards, we acknowledge your hard work and dedication to Seneca Polytechnic's mission and values.

Contacts

1. **Prepare Your Application Materials:** Update your resume and draft a compelling cover letter that highlights your relevant experience, qualifications, and interest in supporting students' career development through internship opportunities.
2. **Submit Your Application Online:** Visit our careers page or the designated application portal to submit your application materials. Ensure that all required documents are included and that your information is accurate and up to date.
3. **Complete the Application Form:** Fill out any required application forms or questionnaires, providing additional information about your background, skills, and experience as requested.
4. **Review Job Requirements:** Familiarize yourself with the job description and qualifications for the position to ensure that your skills and experience align with our needs and expectations.
5. **Tailor Your Application:** Customize your application to highlight relevant experiences and accomplishments that demonstrate your suitability for the role of Seneca College Internship Program Coordinator.
6. **Double-Check Your Application:** Before submitting your application,

review it carefully to check for any errors or omissions. Ensure that all documents are properly formatted and that your contact information is correct.

7. **Submit Your Application:** Once you are satisfied with your application materials, submit them through the online application portal according to the provided instructions.
8. **Follow Up (Optional):** If desired, you may follow up on your application after submission to confirm receipt and express continued interest in the position. However, please respect the application process timeline and refrain from excessive follow-up.
9. **Stay Informed:** Keep an eye on your email inbox and/or the application portal for any updates or communications regarding your application status. We will strive to keep you informed throughout the hiring process.
10. **Interview Preparation:** If selected for an interview, prepare thoroughly by researching Seneca Polytechnic, reviewing the job description, and practicing responses to common interview questions. Be ready to discuss your qualifications, experiences, and how you can contribute to our team.