



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

## UBC Internships 2024 / 2025 Latest Opportunities

### Description

We are seeking a proactive and enthusiastic Internship Coordinator to join our team at UBC Internships. As an Internship Coordinator, you will play a pivotal role in supporting the administration and coordination of internship programs, ensuring seamless experiences for both students and partner organizations. This position offers an exciting opportunity to contribute to the professional development of UBC students and strengthen relationships with industry partners.

### Responsibilities

- **Student Support:** Provide guidance and support to students throughout the internship process, including assisting with resume and cover letter writing, interview preparation, and professional development workshops.
- **Program Coordination:** Coordinate all aspects of the internship program, including recruitment, matching students with suitable internship opportunities, and facilitating orientation sessions.
- **Partnership Management:** Cultivate and maintain strong relationships with industry partners, including corporations, non-profits, and government organizations, to identify internship opportunities and ensure successful placements.
- **Administrative Duties:** Manage program logistics, including maintaining databases, tracking student progress, and preparing program reports.
- **Marketing and Promotion:** Assist in the development and implementation of marketing strategies to promote UBC Internships to students and potential partner organizations.
- **Continuous Improvement:** Identify opportunities for program enhancement and contribute to the development of new initiatives to better serve students and partners.

### Qualifications

- Bachelor's degree in a relevant field (e.g., Business Administration, Education, Communications).
- Previous experience in student advising, career counseling, or program coordination preferred.
- Strong interpersonal and communication skills, with the ability to effectively engage with diverse stakeholders.
- Excellent organizational skills and attention to detail, with the ability to manage multiple priorities in a fast-paced environment.
- Knowledge of internship best practices and familiarity with the higher education landscape.
- Proficiency in Microsoft Office suite and experience with database management software.
- Commitment to promoting diversity, equity, and inclusion in all aspects of the internship program.

### Job Benefits

### Hiring organization

University of British Columbia

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Higher Education

### Job Location

Vancouver, British Columbia, Canada, V5J, Vancouver, British Columbia, Canada

### Working Hours

09

### Date posted

April 15, 2024

### Valid through

14.02.2028

- Competitive salary commensurate with experience.
- Comprehensive benefits package, including health and dental coverage.
- Opportunities for professional development and growth within the UBC community.
- Access to a vibrant campus environment and a supportive team dedicated to student success.

**Contacts**

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and relevant experience. Please include "Internship Coordinator Application" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

At UBC Internships, we are committed to creating an inclusive and diverse workplace. We encourage applications from all qualified individuals, including those from underrepresented groups, to join our team and contribute to our mission of empowering students through experiential learning opportunities.