



<https://www.internshipcanada.online/job/university-of-lethbridge-internships/>

University of Lethbridge Internships 2024 Latest Application

Description

As the Internship Program Coordinator, you will be responsible for developing, implementing, and managing internship programs in collaboration with various academic departments and industry partners. You will facilitate the placement process, provide ongoing support to interns, and ensure that both students and employers derive maximum benefit from these experiential learning opportunities.

Responsibilities

- **Program Development:** Collaborate with academic departments to design internship programs that align with students' academic and career goals.
- **Industry Engagement:** Cultivate and maintain relationships with industry partners to identify internship opportunities and facilitate placements.
- **Student Support:** Provide guidance and support to students throughout the internship process, including assistance with applications, resume building, and interview preparation.
- **Employer Relations:** Serve as the primary point of contact for employers participating in the internship program, addressing their needs and ensuring a positive experience.
- **Monitoring and Evaluation:** Track internship outcomes and gather feedback from students, employers, and academic supervisors to continually improve the program.
- **Promotion and Outreach:** Develop marketing materials and strategies to promote internship opportunities to students and encourage participation.

Qualifications

- Bachelor's degree in a relevant field; Master's degree preferred.
- Previous experience in program coordination, student affairs, or related fields.
- Strong interpersonal skills with the ability to build and maintain relationships with diverse stakeholders.
- Excellent communication skills, both written and verbal.
- Highly organized with the ability to manage multiple projects simultaneously.
- Knowledge of experiential learning principles and best practices in internship program development.

Job Benefits

- Make a tangible impact on students' professional development and career success.
- Collaborate with a dynamic team dedicated to supporting student growth and success.
- Access to professional development opportunities and resources to enhance your skills and expertise.

Contacts

Hiring organization
University of Lethbridge

Employment Type
Intern

Duration of employment
3 Months

Industry
Higher Education

Job Location
Lethbridge, Alberta, Canada, T0K 0T0, Lethbridge, Alberta, Canada

Working Hours
09

Date posted
April 14, 2024

Valid through
07.02.2028

- **Prepare Your Application Materials:** Update your resume/CV and gather any other relevant documents, such as a cover letter and academic transcripts.
- **Visit the University of Lethbridge Careers Page:** Navigate to the university's official careers page or job portal.
- **Search for the Position:** Use the search function or browse through the available job listings to find the Internship Program Coordinator position.
- **Review the Job Description:** Take the time to thoroughly read the job description and familiarize yourself with the responsibilities, qualifications, and expectations for the role.
- **Submit Your Application:** Follow the instructions provided on the job posting to submit your application. This typically involves completing an online application form and uploading your resume/CV, cover letter, and any other required documents.
- **Double-Check Your Application:** Before submitting your application, review all the information you've provided to ensure accuracy and completeness.
- **Submit Your Application:** Once you're satisfied with your application materials, submit them through the university's online application system.
- **Monitor Your Email:** Keep an eye on your email inbox for any correspondence from the university regarding your application. This may include updates on the status of your application or requests for further information or interviews.
- **Follow Up if Necessary:** If you haven't heard back within a reasonable timeframe, don't hesitate to follow up with the university's human resources department or hiring manager to inquire about the status of your application.