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| Job Title | Internship Advisor |
| PVN ID | KB-2106-004060 |
| Category | Instruction and Social Service |
| Location | KINGSBOROUGH C. C. |
| Department | Academic Affairs |
| Status | Full Time |
| Annual Salary | \$46,103.00 - \$46,103.00 |
| Hour(s) a Week | 35 |
| Closing Date | Jul 27, 2021 (Or Until Filled) |

General Description

The Perkins Grant Program at Kingsborough funds initiatives related to the improvement of career and technical education (CTE) programs. As part of a continuing initiative to improve employment outcomes for CTE students, the Perkins Grant Program will fund a full-time Internship Advisor to provide CTE students with internship related career services.

Reporting to the Director of Career Services, the Internship Advisor will be responsible for the following:

- Prepare students interested in internship opportunities by reviewing resumes, applications and essays (as needed)
- Conduct workshops to help students prepare for the internship (i.e., Internships Orientation)
- Initiate and maintain ongoing personal contacts with a variety of business and industry representatives to promote experiential learning programs for participant placement
- Make cold calls to potential employers
- Collaborate with faculty to identify appropriate internships according to major
- Participate in outreach and recruitment activities by meeting with employers to develop relationships and attending recruitment events (some fieldwork required)
- Refer qualified applicants to employers and conduct necessary follow-up when interns are placed
- Match job skills with applicant qualifications and locate internships for participants of the internship program
- Collect data from employers related to job openings including job requirements and skills
- Keep updated regarding job fairs and Internet resources
- Maintain accurate records of student participation, progress and status in the internship program
- Assist with the collection of data for analysis, evaluation, and program improvement
- Promote internship opportunities to students and the campus community

Other Duties

- Perform other duties as assigned

- Some evenings required

This position is scheduled to start August 2, 2021.

Qualifications

- Bachelor's degree in Psychology, Social Work, Counseling, Student Personnel Services or related area. Master's degree preferred.
- One year counseling or related experience required
- Ability to establish community networks and deal effectively with community groups
- Ability to travel within the five boroughs
- Ability to plan and organize workshops
- Excellent verbal, writing, interpersonal, and organizational skills
- Ability to function well in an energetic and creative team environment
- Knowledge of web-based career systems, career-building technologies and administrative software are essential