



Job Title	Student & Partnership Coordinator
PVN ID	LA-2412-006607
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Center for Career and Professional Devel
Status	Full Time
Annual Salary	\$57,980.00 - \$57,980.00
Hour(s) a Week	35
Closing Date	Feb 05, 2025 (Or Until Filled)

General Description

Reporting to the Program Director of the Career Launch Health Care Hub at LaGuardia Community College, the Student & Partnership Coordinator will be in a front-facing role, directly providing student, employer, and campus support.

Duties and Responsibilities:

- Serve as the liaison for student interns and employer partners
- Leads all aspects of the internship recruitment process, including screening, enrollment, orientation, and other forms of support necessary to prepare students to participate in the program
- Ensure the training, support, and use of evidence-based practices in the delivery of services
- Manage employer recruitment and internship procurement
- Facilitate professional development workshops and training
- Maintain all programmatic data reporting
- Provide individual and group support for all student interns
- Cultivate relationships with employers to develop internship opportunities
- Assist with the management of employer orientation, training and ongoing support throughout the program
- Develop tools to streamline policies and procedures
- Conduct site visits to the internship sites to evaluate the appropriateness and relevance of internships for students
- Maintain internship database for purposes of tracking

About LaGuardia Community College

Founded in 1971 in Long Island City, Queens, LaGuardia Community College is one of seven community colleges of the City University of New York/CUNY. LaGuardia offers more than sixty associate degree and certificate programs, as well as dozens of workforce training, ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 25,000 students. More than one-third of our degree-seeking students were born outside of the United States, coming to LaGuardia from 136 countries and speaking forty-three heritage languages. More than half are first-generation college students. Sixty-nine percent live in Queens; the rest live

in Brooklyn and beyond. Approximately two-thirds of our degree students receive financial aid. Since forty-five percent of them identify as Hispanic, the US Department of Education has designated LaGuardia a Hispanic-Serving Institution. Please visit www.laguardia.edu to learn more.

Other Duties

Qualifications

- Supportive, flexible, and detail-oriented professional
- Must exhibit excellent oral and written communication skills.
- Must have superior interpersonal skills with a demonstrated commitment to cultural diversity.
- Ability to research
- Develop knowledge of college recruiting strategies, internship market trends, and occupational, career and personal growth.
- Must be a self-starter and possess strong analytical and problem-solving skills.
- Demonstrated ability to organize and work independently as a leader and as part of a team.
- Ability to respond professionally to common inquiries and/or complaints from the internship site that the student is currently working in

This is a temporary position spanning from January 2025-June 2025

Education and Experience:

- Requires a high school diploma and be currently enrolled in the bachelor's or graduate degree program at a college in business, marketing, public policy, communication, public relations, or other related major.
- Must possess experience in a collegiate environment to understand the academic culture and must have the ability to effectively interact with the Internship Department of faculty, staff, students, parents, and administrators.
- Familiarity with corporate and nonprofit human resource management.
- Understanding of experiential education and career advising.
- Experience in presentation of workshops or public speaking.