



Job Title	Student and Partnership Coordinator
PVN ID	LA-2510-007061
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Center for Career & Professional Develop
Status	Full Time
Annual Salary	\$57,980.00 - \$57,980.00
Hour(s) a Week	35
Closing Date	Dec 09, 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
- Other duties as assigned

Other Duties

Qualifications

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- 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
 - 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 grant-funded, in person position with the option of some remote work, through the Research Foundation of CUNY. Appointments are subject to availability of funding and satisfactory performance.