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<b>Job Title</b>	Externshp Coordinator
<b>PVN ID</b>	NY-1805-002517
<b>Category</b>	Instruction and Social Service
<b>Location</b>	NYC COLLEGE OF TECHNOLOGY
<b>Department</b>	Brooklyn Educational Opportunity Center
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$42.00-\$42.00
<b>Hour(s) a Week</b>	20.00-28.00
<b>Closing Date</b>	Jul 22, 2018 (Or Until Filled)

## General Description

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The State University of New York, Brooklyn Educational Opportunity Center (BEOC), provides tuition free academic and workforce development training to eligible New York State residents, providing a pathway to lifelong learning, college access and economic self-sufficiency. We are accepting applications for a part time Externship Coordinator position in the Academic Affairs department. The Academic Affairs Externship Coordinator performs duties supporting the daily operational needs and related activities of the career programs. This is a non-teaching grant- funded position reporting to the Academic Affairs Director or designee.

BEOC has introduced an externship component for graduating students in career programs to gain practical experience. The coordinator will work with students, faculty, career advisors and potential sites on the following

- Coordinate the on-campus recruiting program for externships; maintain communication with employers; schedule student interviews; coordinator employer information sessions and externship events
- Identify students of the Externship
- Recommend students to the Externship site ?
- Provide counseling assistance to the student and a point of contact for information exchange and program liaison purpose with the site supervisor ?
- Ensure that the student is appropriately registered for the Externship course ?
- Maintain contact and visit externship sites ?
- Update and maintain affiliation agreements ?
- Arrange and conduct externship orientation prior to Externship
- Serve as liaison with student, faculty, and the organization providing the externship.
- Monitor, track and provide feedback to the externs regarding timesheets. ?
- Ensure all attendance is recorded and filed ?
- Ensure that proper administrative forms are filled out by the appropriate people and are kept in the student's file ?
- Ensure that students on externship and site supervisor complete are appropriate evaluation forms. ?

- Track and assure all externship grades are entered at the end of the semester

## Other Duties

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Support all departments in student retention, completion and success initiatives.

## Qualifications

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Bachelor degree required. Minimum two years' experience preferred in advising, job placement, or academic program management.

Proiciency in MS Office required.

Excellent communication and organizational skills necessary.

Konwledge of Banner a plus.