# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Internship Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Faculty</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Program Director</td>
</tr>
<tr>
<td>Supervises:</td>
<td>N/A</td>
</tr>
<tr>
<td>Classification:</td>
<td>Salaried</td>
</tr>
<tr>
<td>Status:</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

## IMPORTANT NOTES:
- Management reserves the right to change or otherwise modify the functions of this job in order to meet the needs of the company. Additional duties may also be assigned. Consideration will be given to make reasonable accommodations for individuals with disabilities.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed hereafter are representative of the knowledge, skills and or abilities required to do this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## POSITION OVERVIEW:
The Internship Coordinator is a talented individual that is committed to educating students to become successful members in their field industry. The Internship Coordinator serves as a liaison between Western Technical College and business/organizations in the area that participate in our student Internship programs. In addition, the Internship Coordinator develops and maintains effective business relationships with extern work sites while incorporating professionalism, respect, integrity, and compassion in all that they do.

## ESSENTIAL FUNCTIONS:
1. Place students at facilities to perform their extended training for hands-on purposes.
2. Ensure all Internship agreements are completed accurately, and are kept securely.
3. Ensure that all updated/approved documents are signed by the appropriate party(s).
4. Ensure that the appropriate Release of Insurance and agreements are provided to participants (Employers)-providing employers and students with the most current, up-to-date Internship documents.
5. Maintain the records of all students who go out on Internship.
6. Ensure all Internship agreements are renewed on an annual basis (calendar year).
7. Maintain and formulate an Employer Packets.
8. Before the student goes out on internship, the Internship Coordinator needs to review and discuss all forms so that the student is aware of what he/she is signing.
9. Internship Coordinator will be provided with an authorized grading template with authorized weights.
10. Internship Coordinator and Career Services staff need to work jointly in developing new sites in the El Paso and surrounding areas to include New Mexico.
11. Internship Coordinators must complete the following:
   a. Visit and approve the Internship Site before a student is allowed to conduct the Internship requirement.
   b. Ensure legitimacy of the Internship Site. Some students will request they be placed at specific sites OR would like to conduct their internship at their place of employment. The site must be APPROVED BEFORE a student is allowed to conduct their Internship.
   c. Ensure the site will provide training and oversight of the Intern.
   d. View the area and inspect for proper working conditions and accessibility for students to perform competencies and prescribed tasks.
   e. Review requirements of the Internship Program with the Owner/Supervisor of the facility.
   f. Once the Site agrees to the terms, seek approval of the Site with the Program Director. Program Director must sign off on this.

Job Description-Internship Coordinator
Rev. 03/2015
12. Expected to visit students at their Internship site at least once a week at their designated site. For those sites outside El Paso, communication can be handled via phone, email and/or fax. The weekly evaluation form should be filled out by the employer and collected by the Internship Coordinator on a weekly basis. At no time should this information be transported to the school by the student on Internship.

13. Enter attendance for each student, at minimum, on a weekly basis through the completion of the internship term.

14. Utilize student software to document all issues pertaining to the student(s). This may include but not limited to behavior issues, absenteeism, tardiness, unable to perform tasks/skills, lack of participation, or unable to work with others.

15. Provide weekly updates to the Program Director to encompass sites visited on student follow-up. A weekly report needs to be sent to the Program Director, Academic Deans, CEO, CAO, President, School Directors, and Career Services Director. The information contained needs to include: a) New Agreements Signed, b) Pending Agreements, and c) New Sites Visited.

16. Schedule a meeting with those students out on Internship to go over final evaluation and feedback from employer. The students will be asked to complete the final student survey for the program of study they are in online.

17. Perform other work related duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS:
1. A high school diploma or equivalent.
2. Technical field experience and/or education required in the discipline for which the internship is needed.
3. Minimum of two years supervisory or managerial experience.
4. Minimum of two years of sales and/or marketing experience.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:
1. Ability to read, write, speak, and understand English fluently.
2. Strong verbal and written communication skills, plus analytical, organizational, interpersonal, and problem solving skills.
3. Must be customer service oriented.
4. Ability to meet or exceed the company’s attendance and punctually standards.
5. Ability to evaluate objectively, fairly, and consistently.
6. Creativity and initiative.
7. Ability to correctly use and demonstrate all normal equipment and tools within the subject field.

PHYSICAL REQUIREMENTS:
1. Hearing
2. Lifting or pushing 50 pounds
3. Standing up to 5-6 hours per shift
4. Must be able to travel locally and out of town.

This above Job Description is not intended to be an all-encompassing list of responsibilities, skills, efforts, or working conditions associated with this position. It is intended to be a guideline reflecting the principle activities.

I do hereby certify that I have read and do understand the above job description. I also understand and agree that Western Technical College has the right to change or otherwise modify this job description at any time.

______________________________________   __________________________
Signature/Print Name       Date