



## GONZAGA UNIVERSITY POSITION ANNOUNCEMENT

### *Internship Manager* Career Center – Student Life

<b>HUMAN RESOURCES OFFICE</b>	<b>414 E. SHARP AVENUE</b>	<b>SPOKANE, WASHINGTON</b>
<b>PHONE: (509) 323-5996</b>	<b>FAX: (509) 323-5813</b>	<b>WEBSITE: <a href="http://www.gonzaga.edu/employment">www.gonzaga.edu/employment</a></b>

<b>OPEN DATE</b>	<b>December 28, 2006</b>
<b>CLOSE DATE</b>	<b>Open Until Filled, review of applications begins January 11, 2007</b>
<b>POSITION NUMBER</b>	<b>PA06.71</b>
<b>DEPARTMENT</b>	<b>Career Center – Student Life</b>
<b>CLASSIFICATION</b>	<b>Exempt/ 40 hours per week/ 12 months per year</b>
<b>HIRING SALARY</b>	<b>Depends on experience</b>

#### **JOB PURPOSE:**

Responsible for overseeing, managing, guiding, setting policy (in conjunction with the Director) for the internship program. Work collaboratively with the Associate Director to develop and organize effective programs and events and identify potential business partners. Coordinate the business employment opportunity fair and assist with other career and training events. Oversee and manage the development, updates, usage and continual improvement and of the internship employer contacts in the ZagTrax database.

#### **ESSENTIAL FUNCTIONS:**

Provide internship opportunities for eligible students from arts and sciences, business, engineering and graduate programs. Work effectively with students, faculty and employers.

##### Student Relations:

- Develop, present and teach training for students to help them understand how to find an internship, their role and responsibilities of being an effective intern and being professionally prepared for the opportunity.
- Mentor and coach students on how to find internships and how to translate their work experience into full time jobs.
- Provide individual career coaching for students and alumni.
- Present and lead career related workshops and seminars.
- Provide assistance and direction for students to help clarify career goals and job search action plan.
- Review options and alternatives to ensure student success making good choices for finding experiential education.

##### Employer Relations:

- Network with employers to identify, develop, post opportunities and eventually hire Gonzaga students matching the best academic profile.
- Work with local employers, government agencies, organizations - such as the EDC and Chamber of Commerce, to create new opportunities and partnerships.
- Work with national, regional and local agencies to identify intern and externship opportunities. Conduct outreach to employers to support internship program efforts.
- Work with employers to educate, develop and increase knowledge of how to create an effective internship and externship.

##### Faculty Relations:

- Oversee collaborative efforts with academic departments regarding the establishment of new internship programs and the maintenance of existing internship programs. Work with faculty, staff and the Gonzaga community to educate, develop, and gain understanding of overarching purpose of internships and externships.
- Create alliance with faculty: establish relationships with faculty in order to gain support for legitimizing the internship program for class credit.
- Seek faculty support in building a strong experiential portion of the advisory board.
- Work with faculty to encourage appropriate internship advising to eligible students.
- Oversee the notification of individual faculty members and/or departments of internships that would be of interest to their students through zagtrax.
- Create, plan, implement, market, and assess career-related services and programs for undergraduate students in collaboration with student organizations, faculty, alumni, employers and staff.

##### Administration/Programming/Marketing/Event Coordination:

- Chair experiential education committee of Career Center Advisory Board.
- Oversee the development of, updates to and continual improvement of usage of the internship employer contacts and student (sophomore & junior focus) registration in the zagtrax database.

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- Coordinate the business employment opportunity fair and assist with other career and training events.
- Present reports on status of employers of internships and students applying for internships.
- Administer, write, and distribute related surveys and reports on an annual basis.
- Collect, report on and promote outcome data regarding internship status of students.
- Create, implement and oversee the development of an internal marketing program for Career Center.
- Oversee the promotion of the Internship Program among the University community through new conference services communication calendar, posters, bulletin boards, black boards, residence hall messages, creative promotions and other media resources.
- Guide the development of and creation of marketing materials to be sent to employers promoting the Internship Program and Gonzaga University on-campus recruiting program for interns.

**SUPERVISION GIVEN/RECEIVED:**

Supervised by the Director of the Career Center. Receive functional supervision from Associate Director of the Career Center. Provide supervision to assigned graduate assistants and work-study student. Requires independent judgment and excellent decision-making skills.

**PHYSICAL DEMANDS:**

Normal office work requires the ability to lift up to 20 pounds, reach, bend, kneel, stoop, sit and move about campus as needed. Wrist and hand movements required for keyboarding. Ability to travel, if needed. Ability to be mobile campus wide for appropriate business needs.

**REQUIRED QUALIFICATIONS:** *Applicants must meet the required qualifications and be able to explain or demonstrate how they can perform the essential functions of the position, with or without reasonable accommodation.*

- Bachelors Degree
- 5+ years related professional experience.
- Demonstrated organizational skills, with the ability to handle and prioritize multiple projects in a timely manner in a fast-paced environment.
- Strong written and verbal communication skills, strong interpersonal skills; ability to relate to and work with diverse groups of people, and ability to maintain confidentiality.
- Ability and passion for working with college aged students.
- Technical skills should include MS Office applications.
- Valid driver's license and ability to travel as needed.

**DESIRED QUALIFICATIONS:**

- Masters Degree

***APPLICATION PROCEDURE:***

TO BE CONSIDERED AN APPLICANT FOR THIS POSITION, THE FOLLOWING APPLICATION MATERIALS MUST BE RETURNED TO HUMAN RESOURCES, 414 E. SHARP AVENUE, SPOKANE, WASHINGTON 99258-0080 BY 4:00 PM ON THE CLOSE DATE. **LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. THE MOST QUALIFIED APPLICANTS, BASED ON AN EVALUATION OF A COMPLETED APPLICATION, COVER LETTER AND RESUME, WILL BE INVITED FOR AN INTERVIEW.**

**COMPLETE APPLICATIONS INCLUDE:**

- ] **NON-FACULTY APPLICATION** – WITH ALL SECTIONS COMPLETED.
- ] **COVER LETTER** – DETAILING WHY YOU ARE INTERESTED IN THIS POSITION AND HOW YOU MEET THE MINIMUM QUALIFICATIONS.
- ] **CURRENT RESUME**
- ] **THREE PROFESSIONAL RECOMMENDATION LETTERS**
- ] **NOTICE OF INTENT**

APPLICANTS NEEDING REASONABLE ACCOMMODATIONS TO COMPLETE THE APPLICATION OR HIRING PROCESS SHOULD CONTACT THE HUMAN RESOURCES OFFICE AT (509) 323-5996.

*The security of all members of the campus community is of vital concern to Gonzaga University. Information regarding crime prevention advice, the law enforcement authority of Campus Security, policies concerning the reporting of any crimes which may occur on the campus, and the crime statistics for the most recent 3-year period may be requested from the Gonzaga University Campus Security Department, 502 E Boone MSC 2468, Spokane, WA 99258 Telephone (509) 323-4150.*