

Wisconsin Lutheran College
Position Description

Position Title: **Coordinator/Internships & Employer Relations**
Department: Career and Professional Development
Reports to: Director/Career & Professional Development
Status: 1.0 Full-time equivalency
Called Position: No
Revised: July 2021

Position Summary: The Office of Career & Professional Development at Wisconsin Lutheran College is a centralized career and personal development office serving 1,100 undergraduate and graduate students as well as WLC alumni. Functioning as a member of the Office of Career & Professional Development team, primary responsibilities of this position include coordination of the WLC Internship Program and all aspects of employer relations.

Primary Responsibilities

- Develop and execute a comprehensive employer relations and development plan, in collaboration with the Director of Career & Professional Development
- Coordinate outreach efforts to area for-profit and not-for-profit sectors for the purpose of promoting WLC academic programs and students, identifying/maintaining internship sites, and building collaborative relationships
- Administer the Handshake online career development portal in collaboration with student workers
- Serve as primary college contact to employers with regard to internship program and post-graduation employment of students
- Advise students on the for-credit internship application process and provide assistance in securing appropriate internship/experiential learning opportunities
- Work collaboratively with faculty to encourage experiential learning and identify qualified candidates for positions
- Develop and maintain an accurate database of student interns, internship sites, site supervisors, and evaluations
- Facilitate face-to-face, online, or hybrid internship course for all interns
- Interact with employers at local and regional professional conferences and networking events
- Coordinate on-campus employer fairs, presentations and internship/employment interviews
- Develop appropriate employer recruitment policies and procedures as necessary
- Develop and implement internship orientation workshop/course
- Assist in training of office interns (graduate and/or undergraduate) and student workers
- Assist in development of content for the WLC Career Development website and appropriate social media
- Collaborate with other campus constituencies to gather and report career- and internship-related outcomes

REQUIREMENTS

Education and Experience

- Bachelor's degree from an accredited institution
- Minimum of two years of relevant experience
- Outstanding organization, communication, and relationship building skills
- Strong customer service aptitude is essential
- Ability to build and maintain relationships and work collaboratively with employers, students, alumni, faculty, and staff is essential
- Preferred previous experience in an educational setting
- Proven work experience requiring use of computers and Microsoft
- Experience in event planning and reaching diverse audiences through social media a plus

Knowledge, Skills, and Abilities

- Proactive, outgoing and helpful – “servant's heart”
- Bilingual (English/Spanish) skills are a plus
- Demonstrate initiative to work independently and collaboratively
- Proven ability and desire to provide a distinctive student service, communicate effectively, present, and relate well interpersonally across a wide variety of people, including students, faculty, and staff
- Excellent listening, relationship building, and partnering skills
- Strong organization skills with attention to detail, innovative thinking, solutions orientation, and independent decision making as needed for different situations
- Must have ability to work independently as well as within team
- Exercise good judgment of when to escalate issues as needed for best outcomes