



**DATE ISSUED:** 10/05

**FLSA:** Exempt

**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Coordinator of Internship/Cooperative Education

### **JOB SUMMARY**

Performs responsible work in the coordination of employment positions for TWU students desiring major related work experience. Responsibilities include job opportunity solicitation, student evaluation, placements, and public relations. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Director, Career Services

*Supervises:* May supervise student interns

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

Recruits, verifies, and prepares students for Internship/Cooperative Education positions.

Designs and implements marketing strategies to identify, attract and involve students and employers to integrate academic studies with work experience.

Interacts with faculty in the establishment of general criteria for placements.

Maintains and develops job opportunities and positive relationships with employers.

Serves as liaison between TWU and employers regarding administrative and operating requirements of the program.

Assembles and maintains files for each participating student including documentation of progress and related paperwork such as: resumes, agreement forms, assignments and employer evaluations.

Conducts employer site visits.

Disseminates occupational information of cooperative education opportunities using various methods.

Designs, updates and maintains automated database and web page.

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Meets one on one with students to assist with resume preparation, interviewing skills and to discuss individual career goals.  
Assists Director with the development of policies, short and long range goals, and budget expenditures.  
Prepares progress reports and semester reports concerning the Internship/Cooperative Education Program.  
Participates in professional development activities and other outreach activities promoting TWU, Career Services and Cooperative Education.  
Organizes and delivers presentations to various classes and organizations.

### ***ADDITIONAL DUTIES***

Performs other duties as requested.

### ***EDUCATION***

Bachelor's degree in Psychology/Sociology, Marketing, Public Relations, Business, Student Services, or a related field. Master's degree preferred.

### ***EXPERIENCE***

A minimum of one year experience in college level co-op, internship, placement, student development, employment recruiting or other relevant experience.

### ***KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:***

Current knowledge of the job market and occupations, business relations and area companies.  
Ability to work autonomously and as a team oriented individual that is able to work evenings and weekends as needed.  
Ability to provide and analyze statistical data for periodic and end of year reporting.  
Ability to be sensitive to issues of diversity and ability to work in a diverse environment.  
Ability and familiarity with computer application in a career services setting.  
Ability to work in a fast-pace environment while maintaining attention to detail and quality.  
Ability and willingness to occasionally travel on behalf of TWU and the Career Services Department.  
Ability to develop and present workshops on topics concerning co-op, career planning and job search strategies.  
Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.  
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

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Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

### ***PHYSICAL DEMANDS***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye. May be required to sit for long periods of time.

### ***WORK ENVIRONMENT***

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

### ***SAFETY***

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

***Employee Signature:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

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***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***