

Professional Position Description

Title:	Internship Project Coordinator
Division:	Workforce Development
Department:	Career & Employment Hub
Location:	Office on Portland campus with travel throughout southern Maine
Schedule:	Regular, full-time, with nights and weekends as required
Reports to:	MEIF Internship Program Manager

Statement of the Job

The Internship Project Coordinator will join the team running the Career Exploration Internship Program (CEIP), which funds internships in support of University of Southern Maine students and employer partners. This role will focus on media production and marketing for the program, as well as event support and tracking/reporting program results for MEIF@USM.

The Internship Project Coordinator is guided by USM's Service Promise – *Student Focused Every Day* and Values – *Respect & Care, Integrity, Equity and Responsiveness*.

Essential Functions

1. Working as part of the Career & Employment Hub team, the Internship Project Coordinator supports a diverse internship program for undergraduate and graduate students.
2. Gather and produce success stories from student and employer participants in the internship program for publication on Instagram, LinkedIn, the USM website, and MEIF@USM reporting; both static and video content.
3. Develop and distribute print and digital materials to market the internship program. Includes flyers for the program coordinator to use in tabling and classroom presentations and graphics for Instagram and LinkedIn; collaborate with the USM Office of Marketing and Strategic Communications and MEIF@USM for additions to their material about the internship program.
4. Encourage the participation of students in internships at USM through strategic messaging, events, and other awareness campaigns.
5. Develop a process and regular schedule for posting about the internship program on social media.
6. Work with the rest of the Career Hub team to coordinate cohesive and strategic messaging with other Career Hub events and programs.
7. Update and maintain the webpage for the Career Exploration Internship Program with student stories, data on program results, and information relevant to the current cycle of internship recruitment. Provide any material requested for the MEIF@USM website.
8. Event planning for the interns' orientation, Coffee & Connections (networking breakfast), and final presentations, and support for additional Career Hub events throughout the semester.

9. Support for the application and interview process for the next internship cycle, including guiding students in developing critical professional skills, e.g. effective resumes and cover letters, and interviewing.
10. Track, evaluate, and report results from the Career Exploration Internship Program, including following up with alumni for MEIF@USM and the Career Hub.
11. Additional duties as reasonably assigned.

Special Essential Functions*

- Work on federally funded projects.

Supervisory Responsibilities

- N/A

Budget Responsibilities

- Assists with the administration of program budget which provides funding for events and marketing materials.

Internal And External Contacts

Internal: USM faculty, students, and staff (including Career & Employment Hub staff)

- **External:** Representatives of Maine nonprofits, businesses, and public agencies

Knowledge, Skills and Abilities

- Excellent interpersonal skills with an ability to communicate professionally, positively, and effectively both orally and in writing
- Highly organized, with a strong attention to detail and follow-through
- Ability to work well with many people at all levels
- Computer proficiency (familiarity with Google Suite, Canva, Instagram, and LinkedIn)
- Experience with audio/visual storytelling and editing
- An interest in brand development and management
- Ability to travel regularly between USM campuses and throughout southern Maine

Qualifications

Required:

- Bachelor's or equivalent international degree with a minimum of 2 years of relevant experience.
- Ability to travel regularly between USM campuses and throughout southern Maine.

***NOTE:** All individuals who are recommended to fill and subsequently offered a position with **special essential responsibilities** as listed above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.

HR Use Only

Approved	
Revised	
Job Family	
Salary Band	18
Unit	02
CUPA Code	325000
Employee	
Position Number	00026606
Compliance	CSA