



Internship Specialist: Business, Computing, Engineering K-16 Collaborative

The Border Region Talent Pipeline K-16 Collaborative is a team of education, workforce and economic development and industry stakeholders committed to improving the K-16 education system in the Border Region. Through collaboration and collective action, we will optimize opportunities for all students to transform their lives through education. We will leverage many partnerships to strengthen pathways to build a representative talent pipeline in business, tech, health and education sectors. This position will support the college student internship components of the project.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Review submitted applications to ensure information is complete
- Download and organize student applications
- Work with college points of contact to verify students are enrolled in specific approved programs and meet the internship criteria
- Utilize Google Sheets to track and manage student applicants, internship work sites and positions, and communication between all key stakeholders
- Be the main point of contact for students throughout the internship process:
 - Send out email communication/call student applicants at various stages of the application, interview, and hiring process
 - Work with student interns to schedule onboarding paperwork, training, and complete special hiring criteria
 - Host Zoom office hours weekly for student interns
 - Communicate with students who did not receive a job offer
- Match college student applicants to work sites and positions
- Work with students and work sites to schedule interviews through the VidCruiter platform
- Be the main point of contact to submit tickets with the employer of record (hiring/onboarding, offboarding, questions and concerns)
- Track student intern work schedules, hours, on- and off-boarding

- Support I-9 in-person verification, virtual and/or in-person information sessions, onboarding training, and Workday payroll activities
- Collaborate with project staff to engage stakeholders including key faculty, student services personnel, employers, regional economic development agencies, and other relevant partners
- Support the project in startup and growth phases
- Support the team in grant reporting

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be a team player
- Must be comfortable and experienced in working with diverse populations
- Must be skilled in building relationships and working with college and industry professionals
- Excellent communication skills
- Excellent computer skills, especially with Microsoft 365 and Google applications
- Self-starter who takes initiative
- Ability to effectively manage multiple priorities
- Coordinate and assist with events
- Ability to work and manage projects independently in an unstructured environment
- Ability to professionally represent the project with community stakeholders

DESIRED QUALIFICATIONS:

Two years of work experience in a related field. Desired work experience in education and/or human resources. Associate's Degree desirable or an equivalent combination of education and work experience.

COMPENSATION & BENEFITS:

The salary for this part-time position is \$25/hour. Continued employment in this position is dependent upon available funding, needs of the program, and satisfactory performance.

WORKING CONDITIONS:

ENVIRONMENT: Office, home-office, campus, and off-site environment; driving or riding in a vehicle occasionally to conduct work; regular interruptions.

SCHEDULE: January-February, approximately 5 hours/week. March, approximately 10 hours/week. April-June, approximately 25 hours/week. July-August, approximately 5 hours/week. Expected work hours are within Monday-Friday, 8am-5pm.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

CONDITIONS OF EMPLOYMENT:

As a condition of employment, persons hired must provide proof of identity and employment eligibility within three (3) days of beginning work. Offers of employment are contingent upon successful fingerprint clearance.

LOCATION:

This position is remote and home-based, however the Internship Specialist will be required to occasionally work in-person at a college and at meetings around the region. A laptop will be provided to staff.

APPLICATION PROCESS:

Please apply by January 31, 2024. To apply, email your resume and cover letter in a single PDF to: Auxiliary.Jobs@gcccd.edu.

You may obtain the job opening notice at <https://www.gcccd.edu/auxiliary/human-resources/jobopportunities.php>

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