



<https://www.internshipscanada.online/job/bcit-internships/>

## BCIT Internships For Graduates & Undergraduates 2025

### Description

BCIT Internships, a division of the renowned British Columbia Institute of Technology (BCIT), is dedicated to facilitating valuable internship opportunities for students across various disciplines. We specialize in offering Canadian Tech Internships, Skilled Trades Internships, STEM Internships, Business Internships, and more. Our co-op programs, also known as Cooperative Education, provide students with hands-on experience in their field of study, preparing them for successful careers post-graduation. We take pride in offering paid internships and fostering partnerships with industry leaders to ensure our students receive unparalleled learning experiences.

We are seeking a dynamic and organized Internship Coordinator to join our team. The Internship Coordinator will play a pivotal role in connecting students with internship opportunities, coordinating placements, and supporting both students and employers throughout the internship process. This position requires a strong commitment to student success, excellent communication skills, and the ability to forge relationships with stakeholders in various industries.

### Responsibilities

- Collaborate with academic departments to identify internship opportunities aligned with students' fields of study.
- Develop and maintain relationships with employers to secure internship placements for students.
- Assist students in preparing application materials, including resumes, cover letters, and portfolios.
- Coordinate the placement process, including scheduling interviews, facilitating job offers, and ensuring compliance with internship guidelines.
- Provide ongoing support and guidance to students during their internship experience, addressing any concerns or challenges that may arise.
- Conduct regular check-ins with students and employers to assess progress and ensure a positive experience for both parties.
- Organize events and workshops to enhance students' professional development and prepare them for success in their internships and future careers.
- Maintain accurate records of internship placements, student progress, and employer feedback.

### Qualifications

- Bachelor's degree in a related field (e.g., education, business administration, human resources) is required.
- Experience working in higher education, career services, or a related field is preferred.
- Strong interpersonal skills and the ability to effectively communicate with students, faculty, employers, and other stakeholders.
- Excellent organizational skills and attention to detail, with the ability to

### Hiring organization

British Columbia Institute of Technology

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Higher Education

### Job Location

Surrey, British Columbia, Canada, V1M 3B5, Surrey, British Columbia, Canada

### Working Hours

09

### Date posted

May 3, 2024

### Valid through

03.05.2028

manage multiple tasks simultaneously.

- Knowledge of internship best practices, employment laws, and industry trends.
- Proficiency in Microsoft Office Suite and experience with database management systems.
- Commitment to diversity, equity, and inclusion, with the ability to support a diverse student population.

### **Job Benefits**

- Competitive salary commensurate with experience.
- Comprehensive benefits package, including medical, dental, and vision coverage.
- Generous vacation and holiday leave.
- Professional development opportunities to enhance skills and advance career growth.
- Access to BCIT's state-of-the-art facilities and resources.

### **Contacts**

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and experience related to the position. Please include "Internship Coordinator" in the subject line of your email and send your application via Email.