



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

## Georgian College Internships 2025 New Job Application

### Description

Georgian College is a leading educational institution in Ontario, Canada, renowned for its commitment to providing quality education and fostering career-ready graduates. With a diverse range of programs spanning various industries, Georgian College prepares students for success in today's competitive job market.

Georgian College is seeking a dynamic and motivated Internship Coordinator to oversee and manage its internship programs. The successful candidate will play a pivotal role in connecting students with valuable internship opportunities that align with their academic pursuits and career goals.

### Responsibilities

- Collaborate with employers to develop internship opportunities across a wide range of industries, including business, STEM fields, skilled trades, and community service.
- Coordinate with academic departments to ensure internships meet curriculum requirements and offer valuable learning experiences.
- Facilitate the recruitment and selection process for intern candidates, including resume screening, interviewing, and placement.
- Provide guidance and support to interns throughout their internship journey, including orientation, training, and ongoing mentorship.
- Monitor intern progress and performance, and provide feedback to both interns and employers to ensure a mutually beneficial experience.
- Maintain accurate records of internship placements, including student profiles, employer feedback, and program evaluations.
- Collaborate with campus career services and alumni networks to promote internship opportunities and facilitate post-internship career pathways.
- Stay abreast of industry trends and best practices in internship management to continuously improve program effectiveness.

### Qualifications

- Bachelor's degree in a relevant field (e.g., education, business administration, human resources) required; Master's degree preferred.
- Experience in internship coordination, career services, or related fields preferred.
- Strong interpersonal skills with the ability to establish and maintain effective relationships with students, employers, faculty, and staff.
- Excellent communication skills, both verbal and written, with the ability to convey information clearly and professionally.
- Highly organized with strong attention to detail and the ability to manage multiple tasks simultaneously.
- Knowledge of Ontario and Canadian labor laws, particularly as they pertain to internships and employment standards.
- Familiarity with internship management software and tools preferred.

### Hiring organization

Georgian College

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Higher Education

### Job Location

Barrie, Ontario, Canada, L0L 2N0,  
Barrie, Ontario, Canada

### Working Hours

09

### Date posted

May 3, 2024

### Valid through

03.05.2028

## Job Benefits

- Competitive salary commensurate with experience.
- Comprehensive benefits package, including health insurance and retirement savings plans.
- Professional development opportunities to enhance skills and advance career growth.
- Vibrant campus community with access to a wide range of resources and amenities.

## Contacts

To apply for the Internship Coordinator position at Georgian College, please submit the following documents via email with the subject line "Internship Coordinator Application – [Your Name]":

1. **Resume/CV:** Include a detailed resume or curriculum vitae outlining your education, work experience, and relevant skills.
2. **Cover Letter:** Write a compelling cover letter expressing your interest in the position and highlighting your qualifications and experience related to internship coordination and student support.
3. **References:** Provide contact information for at least two professional references who can attest to your qualifications and suitability for the role.
4. **Optional: Portfolio or Work Samples:** If applicable, you may include a portfolio or samples of your work that demonstrate your experience in internship coordination or related fields.