



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

## MacEwan Internships 2025 Latest Application

### Description

MacEwan University is seeking a motivated and organized individual to join our team as an Internship Coordinator. In this role, you will play a pivotal role in facilitating meaningful internship experiences for our students. The Internship Coordinator will work closely with students, faculty, and industry partners to ensure the successful planning, implementation, and evaluation of internship programs across various disciplines.

### Responsibilities

1. **Program Development:**
  - Collaborate with academic departments to identify and create internship opportunities aligned with students' academic goals.
  - Design and develop internship programs that meet industry standards and provide valuable learning experiences.
2. **Student Engagement:**
  - Guide students through the internship application process, providing support and resources.
  - Foster positive relationships with students, offering guidance and feedback throughout the internship experience.
3. **Industry Collaboration:**
  - Cultivate and maintain relationships with industry partners to secure quality internship placements.
  - Collaborate with employers to ensure internships align with industry needs and standards.
4. **Monitoring and Evaluation:**
  - Implement monitoring and evaluation processes to assess the effectiveness of internship programs.
  - Gather feedback from students, faculty, and employers to continuously improve the internship experience.
5. **Compliance and Documentation:**
  - Ensure compliance with university policies and procedures related to internships.
  - Maintain accurate records of student placements, ensuring all documentation is complete and up-to-date.

### Qualifications

- Bachelor's degree in a relevant field (Master's degree preferred).
- Previous experience in internship coordination, career services, or a related field.
- Strong organizational and communication skills.
- Ability to build and maintain relationships with students, faculty, and industry partners.
- Familiarity with industry trends and standards related to internships.
- Commitment to fostering a positive and inclusive learning environment.

### Job Benefits

#### Hiring organization

MacEwan

#### Employment Type

Intern

#### Duration of employment

3 Months

#### Industry

Higher Education

#### Job Location

Edmonton, Alberta, Canada, T5J,  
Edmonton, Alberta, Canada

#### Working Hours

09

#### Date posted

April 12, 2024

#### Valid through

02.02.2028

1. **Competitive Compensation:**
  - MacEwan University offers competitive salaries to attract and retain top talent.
2. **Comprehensive Health and Wellness Programs:**
  - Employees have access to comprehensive health and wellness programs, including medical, dental, and vision coverage.
3. **Professional Development Opportunities:**
  - MacEwan University is committed to the ongoing professional development of its employees. Staff members have access to workshops, training sessions, and conferences to enhance their skills and knowledge.
4. **Generous Vacation and Leave Policies:**
  - The university recognizes the importance of work-life balance and provides generous vacation and leave policies to support employees in maintaining a healthy equilibrium.
5. **Pension and Retirement Plans:**
  - MacEwan University offers pension and retirement plans to help employees plan for their future.
6. **Collaborative and Inclusive Culture:**
  - MacEwan University fosters a collaborative and inclusive work environment, valuing diversity and promoting a sense of belonging among its staff.
7. **Educational Opportunities:**
  - Employees may have the opportunity to pursue further education at MacEwan University, either through tuition reimbursement or access to academic programs.
8. **Employee Assistance Program (EAP):**
  - The university provides an Employee Assistance Program, offering confidential support and resources for employees dealing with personal or work-related challenges.
9. **Community Engagement:**
  - MacEwan University is actively involved in community engagement and service. Employees may have opportunities to participate in community initiatives and make a positive impact beyond the campus.
10. **State-of-the-Art Facilities:**
  - Employees have access to modern and well-equipped facilities, creating a conducive work environment.

## Contacts

1. **Review the Job Posting:**
  - Carefully read the job posting to understand the qualifications, responsibilities, and requirements for the position.
2. **Prepare Application Documents:**
  - Update your resume to highlight relevant skills, experiences, and qualifications.
  - Write a cover letter that addresses the key requirements of the job and explains why you are a suitable candidate.
3. **Collect Supporting Materials:**
  - Gather any additional documents or materials requested in the job posting, such as a list of references, transcripts, or a portfolio.
4. **Application Method:**
  - Follow the specified application method. It might involve submitting your application through an online portal, via email, or by mail.
5. **Submit Application:**
  - If applying online, navigate to the university's careers or employment

page and follow the instructions for submitting your application. This may involve creating an account, uploading documents, and completing an online form.

**6. Complete Application Form:**

- Fill out any required application forms, providing accurate and complete information.

**7. Double-Check Application:**

- Review your application to ensure all required documents are attached, and the information provided is accurate.

**8. Submit by Deadline:**

- Be mindful of application deadlines and submit your application before the specified closing date. Late applications may not be considered.

**9. Confirmation of Receipt:**

- If applying online, you may receive a confirmation email acknowledging the receipt of your application. Keep this email for your records.

**10. Follow Up:**

- If you don't receive a confirmation email, or if there are specific instructions for follow-up, consider reaching out to the contact person or department mentioned in the job posting to confirm that your application was received.