



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

SFU Internships 2025 / 2026 Apply Now

Description

SFU Internships is currently seeking a motivated and dedicated Internship Coordinator to join our dynamic team. The Internship Coordinator will play a crucial role in connecting students with valuable internship opportunities, collaborating with external partners, and ensuring the overall success of the internship program. This position involves working closely with students, employers, and faculty to facilitate a seamless and enriching internship experience.

Responsibilities

1. Student Engagement:

- Advise and support students in identifying and securing internship opportunities aligned with their academic and career goals.
- Conduct informational sessions and workshops to prepare students for the internship application and selection process.
- Provide ongoing support and guidance to interns throughout their placement.

2. Employer Collaboration:

- Develop and maintain strong relationships with industry partners to identify potential internship opportunities.
- Work closely with employers to understand their needs and expectations, ensuring a mutually beneficial experience for both students and organizations.
- Facilitate communication between students and employers to optimize the internship experience.

3. Program Administration:

- Oversee the application and selection process for internships, ensuring fairness and transparency.
- Maintain accurate records of student placements and monitor internship progress.
- Collect feedback from both students and employers to continuously improve the internship program.

4. Collaboration with Faculty:

- Collaborate with academic departments to integrate internships into the curriculum.
- Work closely with faculty members to align internship experiences with academic learning objectives.

Qualifications

- Bachelor's degree in a relevant field; Master's degree is an asset.
- Previous experience in student advising, career counseling, or internship coordination.
- Strong interpersonal and communication skills.
- Ability to build and maintain relationships with students, employers, and faculty.
- Organized, detail-oriented, and able to manage multiple tasks simultaneously.

Hiring organization

Simon Fraser University

Employment Type

Intern

Duration of employment

3 Months

Industry

Higher Education

Job Location

Burnaby, British Columbia, Canada,
V5G, Burnaby, British Columbia,
Canada

Working Hours

09

Date posted

April 7, 2024

Valid through

31.01.2028

Job Benefits

1. **Professional Development:**
 - Access to ongoing professional development opportunities to enhance skills and stay current in the field.
 - Participation in workshops, seminars, and training sessions related to internship coordination and career development.
2. **Health and Wellness:**
 - Comprehensive health and dental benefits for employees and their dependents.
 - Access to on-campus fitness facilities, wellness programs, and resources.
3. **Flexible Work Arrangements:**
 - Options for flexible work hours and the possibility of remote work arrangements to promote work-life balance.
 - Accommodations for alternative work schedules, when feasible.
4. **Educational Opportunities:**
 - Tuition waivers and discounts for employees and their dependents, encouraging continuous learning.
 - Opportunities to attend academic and research events hosted by the university.
5. **Community Engagement:**
 - Involvement in community outreach and volunteer activities, fostering a sense of social responsibility.
 - Networking opportunities with local businesses, industry partners, and alumni.
6. **Collaborative Work Environment:**
 - Engaging and collaborative work culture that encourages teamwork and innovation.
 - Opportunities to collaborate with diverse teams within the university and connect with professionals in various fields.
7. **Career Advancement:**
 - Support for career growth through mentorship programs and advancement opportunities within the university.
 - Exposure to a broad network of professionals and industry leaders.
8. **Employee Assistance Program (EAP):**
 - Confidential counseling services and resources through the Employee Assistance Program to support overall well-being.
 - Assistance with work-related stress, personal challenges, and other life events.
9. **Research and Innovation:**
 - Involvement in cutting-edge research and innovation projects, contributing to advancements in the academic and professional fields.
 - Access to state-of-the-art research facilities and resources.
10. **Competitive Compensation:**
 - Competitive salary commensurate with experience and qualifications.
 - Performance-based incentives and recognition for exceptional contributions.

Contacts

1. **Visit the SFU Careers Portal:**
 - Access the SFU Careers portal through the official Simon Fraser University website.
2. **Create an Account or Log In:**

- If you are a new user, create an account on the SFU Careers portal. If you already have an account, log in using your credentials.
- 3. **Search for the Internship Coordinator Position:**
 - Use the search function to find the Internship Coordinator position within SFU Internships.
- 4. **Review the Job Posting:**
 - Carefully read the job posting to understand the qualifications, responsibilities, and requirements for the position.
- 5. **Prepare Your Application:**
 - Update your resume and prepare a cover letter highlighting your relevant experience, skills, and why you are interested in the Internship Coordinator role.
- 6. **Complete the Online Application Form:**
 - Fill out the online application form, providing accurate and up-to-date information. Ensure you include all required details, such as your education, work experience, and contact information.
- 7. **Upload Documents:**
 - Upload your resume and cover letter as part of the application process. Ensure that your documents are in a standard format (PDF or Word) and clearly labeled.
- 8. **Submit Your Application:**
 - Review your application to ensure all information is accurate and complete. Once satisfied, submit your application through the SFU Careers portal.
- 9. **Confirmation Email:**
 - You should receive a confirmation email acknowledging the receipt of your application. Keep this email for your records.
- 10. **Application Deadline:**
 - Be aware of the application deadline and ensure that your submission is completed before the specified closing date.
- 11. **Interview Process:**
 - If your application is shortlisted, you may be contacted for an interview. Prepare for the interview by researching SFU Internships, understanding the role, and articulating your suitability for the position.
- 12. **Follow-Up:**
 - After submitting your application, you may follow up with the HR department or the contact provided in the job posting if you have not received a response within a reasonable timeframe.