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University of Calgary Internships 2025 Apply Now

Description

We are currently seeking a dynamic and motivated individual to join our team as a Program Coordinator for University of Calgary Internships. This role will play a crucial part in facilitating meaningful internship opportunities for our students, bridging the gap between academia and the professional world.

Responsibilities

1. Internship Program Management:

- Develop and manage internship programs in collaboration with academic departments and industry partners.
- Coordinate the placement process, including matching students with suitable internships based on their skills, interests, and career goals.
- Ensure a seamless onboarding process for both students and host organizations.

2. Relationship Building:

- Cultivate and maintain strong relationships with industry partners, fostering collaboration and creating a network of internship opportunities.
- Collaborate with academic advisors and faculty members to align internship programs with academic goals.

3. Student Support:

- Provide guidance and support to students throughout the internship process, from application to completion.
- Conduct workshops and informational sessions to prepare students for successful internships and enhance their professional development.

4. Program Evaluation:

- Implement systems for monitoring and evaluating the success of internship programs.
- Collect feedback from students, host organizations, and other stakeholders to continually improve the internship experience.

5. Marketing and Promotion:

- Develop marketing strategies to promote internship opportunities to students and engage potential industry partners.
- Utilize various communication channels to raise awareness of the benefits of internships within the university community.

Qualifications

- Bachelor's degree in a relevant field; master's degree preferred.
- Experience in program coordination, preferably in an educational or internship setting.
- Strong organizational and project management skills.
- Excellent interpersonal and communication skills.
- Ability to build and maintain relationships with diverse stakeholders.
- Understanding of career development and the internship landscape.

Hiring organization

University of Calgary

Employment Type

Intern

Duration of employment

3 Months

Industry

Higher Education

Job Location

Calgary, Alberta, Canada, T2P,
Calgary, Alberta, Canada

Working Hours

09

Date posted

December 20, 2024

Valid through

23.01.2028

Job Benefits

1. Competitive Compensation:

- We offer a competitive salary reflective of your skills, experience, and contributions to the success of our internship programs.

2. Professional Development Opportunities:

- Access to ongoing professional development programs and training to enhance your skills and stay abreast of industry trends.

3. Health and Wellness:

- Comprehensive health and dental coverage to ensure you and your family have access to the care you need.

4. Work-Life Balance:

- Flexible work hours and telecommuting options to promote a healthy work-life balance.

5. Generous Vacation and Leave Policies:

- Generous vacation allowances and leave policies to support your well-being and personal commitments.

6. Retirement Savings:

- Participation in a defined contribution pension plan to help you plan for your financial future.

7. Employee Assistance Program (EAP):

- Access to confidential counseling services, wellness resources, and support for personal and professional challenges.

8. Collaborative and Inclusive Culture:

- Be part of a diverse and inclusive community that values collaboration, innovation, and the exchange of ideas.

9. Networking Opportunities:

- Engage with professionals across various industries through networking events, workshops, and conferences.

10. Campus Facilities:

- Access to world-class campus facilities, including libraries, fitness centers, and recreational spaces.

11. Community Engagement:

- Opportunities to participate in community outreach and engagement initiatives, contributing to the university's positive impact on society.

Contacts

1. **Prepare Your Application Documents:**
 - Update your resume to highlight relevant experience, skills, and qualifications.
 - Write a cover letter that outlines your interest in the position, your relevant experience, and how your skills align with the responsibilities outlined in the job description.
2. **Compose an Email:**
 - Open your email client and compose a new email.
3. **Subject Line:**
 - In the subject line of the email, include: "Internship Program Coordinator Application."
4. **Attach Documents:**
 - Attach your resume and cover letter to the email. Ensure that your documents are in a format that is easily accessible, such as PDF or Word.
5. **Write a Brief Email Message:**
 - In the body of the email, write a concise and professional message expressing your interest in the position.
 - Mention any specific details you want the hiring team to note, such as relevant experience, skills, or why you are enthusiastic about contributing to the University of Calgary's internship programs.
6. **Provide Contact Information:**
 - Include your full name, phone number, and any other relevant contact information.
7. **Send Your Application:**
 - Send the email to the designated application.