University of Manitoba Internships 2025 Latest Hiring

Description

As the University of Manitoba Internship Program Coordinator, you will be an integral part of our commitment to bridging the gap between academia and industry. Your primary responsibility will be to oversee and facilitate internship programs for students across various disciplines, ensuring a seamless integration of theoretical knowledge with practical, hands-on experience.

Responsibilities

1. **Program Development:**
   - Collaborate with academic departments and industry partners to develop and enhance internship opportunities.
   - Design and implement internship program structures that align with the academic curriculum and industry needs.
2. **Student Engagement:**
   - Guide students through the internship application process, providing support and resources.
   - Foster a positive and inclusive environment for interns, addressing their concerns and ensuring a valuable learning experience.
3. **Industry Collaboration:**
   - Cultivate and maintain relationships with local and national businesses, organizations, and agencies to create diverse internship opportunities.
   - Work closely with industry partners to understand their needs and expectations, ensuring mutually beneficial collaborations.
4. **Program Administration:**
   - Oversee the administrative aspects of the internship program, including documentation, evaluations, and reporting.
   - Manage program budgets and resources effectively.
5. **Professional Development:**
   - Provide workshops and resources to enhance interns' professional skills, including resume building, interview preparation, and workplace etiquette.

Qualifications

- Bachelor's degree in a relevant field; Master's degree preferred.
- Previous experience in internship program coordination or related roles.
- Strong organizational, communication, and interpersonal skills.
- Ability to build and maintain relationships with various stakeholders.
- Familiarity with academic structures and industry trends.
- Commitment to promoting diversity, equity, and inclusion in the workplace.

Job Benefits

1. **Competitive Compensation:**
   - We offer a competitive salary commensurate with experience and

Hiring organization
University of Manitoba

Employment Type
Intern

Duration of employment
3 Months

Industry
Higher Education

Job Location
Winnipeg, Manitoba, Canada, R3C 3Z3, Winnipeg, Manitoba, Canada

Working Hours
09

Date posted
April 10, 2024

Valid through
31.01.2028

qualifications, ensuring that your dedication and contributions are recognized and rewarded.

2. **Professional Development Opportunities:**
    - Access to ongoing training and professional development programs to enhance your skills and stay current with industry trends. We believe in investing in our team members' growth and career advancement.

3. **Comprehensive Health and Wellness Package:**
    - A comprehensive health benefits package, including medical, dental, and vision coverage, to support your physical well-being and ensure you have the resources you need to stay healthy.

4. **Work-Life Balance:**
    - We value the importance of work-life balance and offer flexible work arrangements, including remote work options when possible. We understand that a healthy balance between work and personal life contributes to overall job satisfaction.

5. **Generous Vacation and Leave Policies:**
    - Enjoy a generous vacation policy and other leave benefits to recharge and take care of personal matters. We recognize the importance of taking time off to rest and rejuvenate.

6. **Employee Assistance Program (EAP):**
    - Access to an Employee Assistance Program that provides confidential counseling and support services to help you navigate personal or work-related challenges.

7. **Pension Plan:**
    - Participation in a pension plan to support your long-term financial goals and provide financial security in retirement.

8. **Collaborative and Inclusive Culture:**
    - Be part of a collaborative and inclusive work culture that values diversity and encourages the exchange of ideas. We believe that diverse perspectives contribute to innovation and excellence.

9. **Opportunities for Advancement:**
    - The University of Manitoba is dedicated to promoting internal growth and career advancement. As you excel in your role, you'll have the opportunity to take on increased responsibilities and progress in your career.

10. **Community Engagement:**
    - Engage with the vibrant University of Manitoba community. Attend events, seminars, and networking opportunities to connect with colleagues, students, and industry partners.

Contacts

1. **Prepare Your Application Documents:**
    - Update your resume to highlight relevant education, work experience, and skills.
    - Draft a compelling cover letter that addresses your interest in the position, your qualifications, and how your skills align with the responsibilities outlined in the job description.
    - Collect the contact information for three professional references.

2. **Submit Your Application:**
    - Email your application documents to the designated email address provided in the job description. Ensure that you attach your resume, cover letter, and include the contact information for your references.

3. **Application Deadline:**
    - Take note of the application deadline mentioned in the job description. Ensure that your application is submitted before the

specified closing date. Late applications may not be considered.
4. **Wait for Confirmation:**
    - After submitting your application, you will receive confirmation of receipt. If applicable, you may be notified about the timeline for interviews or any additional steps in the hiring process.
5. **Prepare for Interviews:**
    - If selected for an interview, be prepared to discuss your qualifications, experiences, and your understanding of the role. Familiarize yourself with the University of Manitoba and its internship program.
6. **Follow-Up:**
    - If you have not received any communication within the specified timeframe, consider following up with the contact person mentioned in the job description. Express your continued interest in the position and inquire about the status of your application.