



Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Assistant Director for Internship Programs

Department: Loeb Center Reports to title: Associate Director for Internship Programs

Full Time: x Part Time: _____ Date Prepared: 6/11/19

Job Group & Level: PT-3 Regular Daily Work Schedule: ___ to ___

Pay Type: Weekly _____ Monthly x Months Per Year: 12 Hours Per Week: 40

1. Summary of Position:

The Assistant Director for Internship Programs is responsible for student outreach, advising and programming, and student support and communications during the summer to support successful internship experiences. Emphasis will be on supporting students enrolled in the Charles Hamilton Houston Internship Program (Houston).

The Houston Program will support an innovative and equitable structure for students to explore and plan for meaningful careers through off-campus summer experiences. Houston internships will be available across a broad range of fields and areas of interest, including healthcare settings, arts administration, technology, science research, business, government, policy and education. In addition to a portfolio of summer opportunities, the program will offer students 360° support throughout the entire internship cycle including preparatory advising, professional skill development and assistance throughout their summer experience.

The Assistant Director will work effectively with diverse teams, demonstrate a commitment to continually improving how the center serves Amherst students, and participate in the college's efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

Program Development (50%)

- Oversee annual student preparation programming timeline, in accordance with Houston internship program goals.
- Implement internship reflection activities and program evaluation tools to evaluate student learning outcomes
- Collaborate with the Loeb Center Communications Manager on marketing and communication materials needed for encouraging student participation in the Houston Internship Program

- Collaborate with the Internships Coordinator to promote internship opportunities in the Houston Program portfolio to students
- Serves as a resource to the employer relations team on identifying new employer partners and opportunities to include in the Houston Program
- Advise the Associate Director for Internship Programs on program strategic planning and provide recommendations for changes, as needed

Student Preparation and Career Education (45%)

- Establish effective connections with diverse populations and groups of students
- Advise students on career exploration, internship search and personal/professional skills development in individual appointments and telephone/e-mail consultations
- Conduct practice interviews and review internship application materials
- Develop and implement career education programs designed to prepare students for successful summer internship experiences; create programs designed to help students reflect and integrate work-based learning into their academic experience
- Manage full cycle Houston program student experience (enrollment thru end of internship).

Other responsibilities as required (5%)

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

Position requires extensive public speaking and strong writing skills. Uses all forms of communication to communicate regularly with students, parents, faculty and staff, responding to a myriad of requests, giving advice, discussing policy, obtaining and providing information, and discretely and appropriately handling confidential or sensitive matters.

4. Education: (include certifications and licenses)

Required: Bachelor’s degree and 2-3 years relevant professional experience, or a Master’s degree and at least one year of relevant professional experience.

Preferred: Master's degree in a relevant discipline

5. Experience: (List specific skills necessary to perform this job)

Required:

- Demonstrated interest and commitment to supporting a diverse student community. Active commitment to fostering inclusive communities through leadership and programming.
- Related experience in a higher education setting
- Knowledge of recruitment trends, and a clear understanding of the role of internships and career education initiatives
- Excellent career advising skills with ability to understand diverse students’ needs and concerns
- Excellent written and verbal communications skills, including strong public speaking ability
- Demonstrated time management, project management and organizational skills
- Significant experience in program design, implementation and administration
- Collaborative, self-directed and detail-oriented

- Strong analytical and problem-solving skills
- Success working both independently and in cross-functional teams
- Able to work evenings and weekends as needed for events and programs

Preferred:

- Knowledge of college student development and career development theory
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6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

Repetitive motions including fingers, wrists, and hands; lift, carry, pull, and/or push 10 lbs; visual concentration – normal.

7. Decision Making:

Position identifies key barriers/core problems and applies problem solving skills in order to deal creatively with complex situations. Makes decisions under conditions of uncertainty, sometimes with incomplete information. Solves moderately complex problems for the center, using assessment tools and proven techniques.

8. Supervision Exercised/Received:

Minimal supervision received by the Associate Director for Internship Programs. Supervises one or more student interns.

Supervisory Responsibility: Yes _____ No x_____

Number of Employees Supervised: _____