



**CLINTON**  
COLLEGE | EST. 1894

**POSITION DESCRIPTION**  
**Work Program Coordinator (Two Openings)**

**DEPARTMENT:** Academic

**CLASSIFICATION:** Exempt Full-Time; Grant Funded x5 years

**SALARY:** \$50,000

**FUNCTION:** The Work Program Coordinator will report to the Associate Dean of Work Program and Career Services. The Work Program Coordinator is part of academic services and provides support to the Associate Dean of Work Program and Career Services in the operation of internships and career placement for students. The position will assist and support the mission, goals, and objectives of the college and department of academic services.

Under the general supervision of the Associate Dean of Work Program and Career Services, the Work Program Coordinator will work with Division Chairs to coordinate internships internally and externally for students based on the student's academic career path.

**REPORTS TO:** Associate Dean of Work Program and Career Services

**MAJOR DUTIES/RESPONSIBILITIES:**

- Assist Associate Dean of Work Program and Career Services with planning/vision for work program and events.
- Coordinate all functions within the Work Program to include seeking out internal and external internship opportunities.
- Provides individual and group career counseling.
- Work with other Work Program Coordinator to conduct the annual internship and employment survey.
- Maintains, posts, and/or distributes information concerning full and part-time internships.
- Represents college in various professional organizations and addresses a wide range of constituencies as spokesperson for college's work program.
- Maintains membership and active involvement in professional organizations.
- Performs related duties as needed.

**MINIMUM EDUCATION AND EXPERIENCE:**

- Bachelor's or Associates degree in student personnel services, counseling and guidance, or a discipline whose preparation is suitable for this position.
- At least two years of professional experience in university/college setting or in business in a human resources or training and development function is required.
- Full-time experience on a college/university career services staff is preferred.
- Important knowledge and capabilities necessary include knowledge of work programs, internship trends and career development skills, effective public relations and networking abilities.
- An understanding of the principles of college student development and the policies and structure of a typical four-year, public university is preferred.
- Maintains membership and active involvement in professional organizations.

#### **MINIMUM QUALIFICATIONS/SKILLS:**

- Exceptional relationship-building, time management and organizational skills.
- Strong oral and written communication and presentation skills.
- Highly capable of working independently or in a team setting.
- Solid follow through skills and proven track record of meeting deadlines.
- Goal oriented and have a desire for career growth within an organization.
- Strong commitment to working with a diverse student population.
- Understanding and appreciation of growing role technology plays in delivery within a work program.
- Advanced proficiency with MS Word, Excel, & PowerPoint and technically oriented.
- Knowledge and appreciation of liberal arts.

#### **Additional Information:**

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide written authorization for a background check will nullify the offer of employment. Candidate must be fully vaccinated and boosted (as applicable).

#### **Application Instructions:**

Applications should include a cover letter and resume and must be sent, preferably in PDF format, to [humanresources@clintoncollege.edu](mailto:humanresources@clintoncollege.edu). The subject line of the email should read "Work Program Coordinator (Grant Position)." The process will continue until the position is filled.

**Clinton College provides equal access to employment opportunities for all applicants, regardless of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability, or veteran status in compliance with all applicable laws, regulations, and policies.**

