Job Description

Job Title: Academic Internship Manager - Social Work
Job ID: 4676
Location: Lehman College
Full/Part Time: Full-Time
Regular/Temporary: Regular

GENERAL DUTIES
Manages College's academic internship program which provides career development opportunities and professional work experiences for students.
- Develops and administers a comprehensive internship program based on students' field of study
- Develops assessment tools to analyze and monitor student career development progress; recommends various enhancements to improve students' experiences; and analyzes job market trends to determine solutions in response to market conditions
- Administers the on-campus recruiting program for internships; initiates and maintains communications with employer sponsors; and schedules student interviews; creates and leads student career workshops
- Provides faculty development related to internships and tracks credit-bearing internships
- Collaborates with the other College offices to facilitate student outreach and connection with employers for professional development, internships and job opportunities
- Cultivates relationships with alumni, faculty, administration and students to improve and increase internship offerings
- May manage professional and/or clerical staff
- Performs related duties as assigned.

Job Title Name: Academic Internship Manager

CONTRACT TITLE
Higher Education Associate

FLSA
Exempt

CAMPUS SPECIFIC INFORMATION
Secure and develop field placements for undergraduate and graduate social work students in all boroughs of NYC and neighboring counties; work closely with director of Field Education to coordinate placements. Provide evening seminar in field education. Grant writing related to developing field placement opportunities in social service agencies and institutions.

MINIMUM QUALIFICATIONS
Bachelor's Degree and six years' relevant experience required.

OTHER QUALIFICATIONS
MSW required; Ph.D. or completion of some doctoral work in social work preferred. Six (6) years agency-based experience required, including direct practice, supervision, and administration. Extensive experience with grant-writing resulting in program development in social service agencies required.

COMPENSATION
Commensurate with education and experience.

BENEFITS
CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY
To apply, go to www.cuny.edu, select "Employment", and "Search Job Listing". You will be prompted to create an account. Return to this job listing using the "Job Search" page and select "Apply Now".

CLOSING DATE
November 4, 2011

JOB SEARCH CATEGORY
CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY
We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EOE/AA Employer.