



<https://www.internshipcanada.online/job/mun-internships/>

## MUN Internships 2025 New Job Application

### Description

Memorial University of Newfoundland (MUN) is seeking a dynamic and organized individual to join our team as an Internship Coordinator. This role is pivotal in facilitating meaningful internship opportunities for our students, connecting academic learning with practical work experience. The MUN Internships program aims to enrich student learning through experiential education, fostering professional growth and community engagement.

### Responsibilities

- **Internship Program Management:** Develop and maintain relationships with industry partners to create internship opportunities across various disciplines. Coordinate the internship placement process, matching students' skills and interests with suitable placements.
- **Student Support:** Provide guidance and support to students throughout their internship journey, including preparation, orientation, and ongoing supervision. Ensure students receive necessary resources and mentorship during their placements.
- **Collaboration:** Work closely with faculty members, career services, and academic advisors to integrate internships into academic programs effectively. Collaborate with stakeholders to enhance program offerings and ensure alignment with learning outcomes.
- **Program Evaluation and Enhancement:** Implement assessment tools to evaluate internship experiences and gather feedback from students, employers, and faculty. Utilize feedback to enhance program effectiveness and student satisfaction.
- **Promotion and Outreach:** Develop marketing materials and participate in outreach activities to promote the MUN Internships program. Actively engage with employers and community partners to expand internship opportunities and strengthen relationships.

### Qualifications

- Bachelor's degree in a relevant field required; Master's degree preferred.
- Experience in internship coordination, career advising, or related fields preferred.
- Strong organizational skills with the ability to manage multiple projects and deadlines effectively.
- Excellent communication and interpersonal skills, with a customer service orientation.
- Knowledge of higher education and experiential learning principles.
- Demonstrated ability to work collaboratively with diverse stakeholders.
- Proficiency in Microsoft Office Suite and experience with database management preferred.

### Hiring organization

Memorial University of Newfoundland

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Higher Education

### Job Location

St. John's, Newfoundland and Labrador, Canada, A0A, St. John's, Newfoundland and Labrador, Canada

### Working Hours

09

### Date posted

June 21, 2024

### Valid through

21.06.2028

## **Job Benefits**

- Competitive salary commensurate with experience.
- Comprehensive benefits package including health, dental, and retirement plans.
- Opportunities for professional development and advancement within a leading academic institution.

## **Contacts**

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and interest in the position. Applications will be reviewed on a rolling basis until the position is filled. Memorial University of Newfoundland is committed to employment equity and welcomes applications from all qualified individuals, including women, Indigenous people, persons with disabilities, and members of visible minorities.