



**TOUGALOO COLLEGE**  
**TOUGALOO, MISSISSIPPI 39174**

**NOTICE OF JOB OPENING**

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**TOUGALOO COLLEGE Seeks: Internship Coordinator**

**Position Summary:**

The Internship Coordinator is responsible for organizing the efforts of various internship programs and opportunities across the College, including strategic direction, community outreach, and general guidance for Tougaloo students. This position, under the supervision of the Director of Career Pathways/Career Services, is responsible for developing a broad strategy and implementing a comprehensive approach in internship programming for the College and its students.

**ESSENTIAL RESPONSIBILITIES:**

**Specific Duties**

- Maintain existing and continually seek out new partnerships and internship opportunities locally, regionally, nationally, and internationally for students.
- Review internship descriptions submitted to Tougaloo by agencies and companies to assess overall compliance with College guidelines with regard to these requirements.
- Collaborate with faculty to ensure internships support the curriculum of the College.
- Follow-up with representatives of internship sites, as needed.
- Resolve student or supervisor issues during internships.
- Meet with individual students to assist in choosing available options or to create an approved option that best matches their career goals.
- Educate students in how to use resources for internships.
- Conduct presentations at meetings of student clubs/organizations and classes.
- Provide student advisement, distribution, and collection of appropriate documentation, and evaluation of the written component and intern performance.
- Register and promote internships using the Tougaloo website, social media, and other available venues.
- Collaborate with the Institutional Researcher to collect and report assessment data pertaining to internships.
- Evaluate procedures and recommend improvements.

The above listings of duties and responsibilities are not exhaustive and are subject to review and change. Other duties may be performed as assigned.

**Experience/Qualifications:**

**Candidates must have a Master's degree in Counseling or a related field and at least two years of relevant work experience, preferably in higher education. Candidates must also have:**

- Demonstrated experience in higher education programming.
- Working knowledge of student professional development process and current career issues.
- Excellent presentation skills along with strong oral and written communication skills.
- Experience with Microsoft Office, online databases, and social media.
- Ability to work regular business hours and some travel for site visits.
- Ability to analyze information and make judgment decisions.

- Ability to interact effectively and professionally with constituents, including staff, employer contacts, vendors, students, alumni, faculty and parents, while establishing and maintaining positive working relationships.
- Ability to maintain and update logs, files, and records with a high degree of accuracy.

**Date of Position Opening:** October 28, 2021

**Application Deadline:** November 18, 2021 (application review starts immediately)

**Salary:** Negotiable (Grant-Based)

**Mail Documents to:**  
Tougaloo College  
Attention: Director of Human Resources500  
West County Line Road  
Tougaloo, MS 39174

**To apply online:**

More information about the position and application instructions and forms appear at [www.tougaloo.edu/employment](http://www.tougaloo.edu/employment).

**Email Address:**

[TougalooCareers@tougaloo.edu](mailto:TougalooCareers@tougaloo.edu)

Please include the position for which you are applying in the “**Subject**” line of your email.

**Application material should include:** An employment application (located at the website) and a letter of application addressing how the candidate fits the position profile; a resume; unofficial transcript(s) for the university/college awarding the highest degree; and three (3) references with titles, addresses, telephone numbers, and email addresses.

**ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY; OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.**

**TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**