Job Title: Coordinator, Cooperative Education/Internship

BCAT Code: 09JX27  Effective Date: June 25, 2013
Pay Grade: G15  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Assists students in obtaining Cooperative Education (Co-op)/Internship assignments related to their major and/or career goals. Markets the programs to students and employers. Oversees and monitors student participation in the program and during student assignments.

Examples of Duties
- Counsels the students individually and in groups on career decisions; prepares the students for the appropriate Co-op/Internship learning experience.
- Markets the Co-op/Internship programs to businesses, government agencies, and non-profit employers.
- Monitors student participation.
- Counsels and advises students on issues that arise during their assignment and consults with employers regarding those issues.
- Utilizes the Panther Career Net system to manage the student and employer interactions.
- Maintains contact with departments and colleges on Co-op/Internships opportunities, related policies and procedures.
- Develops relationships with the University faculty.
- Conducts orientation classes and workshops.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of applicable federal, state, University and Board of Regents rules and regulations as pertaining to Co-op and Internship programs.
- Knowledge of word processing, spreadsheets, and database software.
- Effective time management and organizational skills.
- Ability to work independently.
- Ability to multi-task in a deadline driven environment.
- Ability to communicate effectively, both verbally and in writing.

Minimum GSU Hiring Standards
Bachelor’s degree in Counseling, Management, Education or a related field and three years of related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.