

Senior Career Associate for Internships
University at Buffalo, The State University of New York

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Posted Dec. 14, 2023, set to expire Aug. 4, 2024

Job Title	Senior Career Associate for Internships
Department	Career Design Center
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 14, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services
Job Website	https://www.ubjobs.buffalo.edu/postings/47065
Apply By Email	
Job Description	

Position Summary

The [Career Design Center](#) invites dedicated and culturally aware applicants to apply for the **Senior Career Associate for Internships** position. In this role, you will work with employers, locally, nationally and around the world, to design and implement high-quality internship and experiential learning programs that meet their future talent acquisition needs. According to the National Association of Colleges and Employer's annual student survey, racial/ethnic minorities, women, and first-generation students are all underrepresented in paid internships (NACE, 2021). Developing opportunities for all students, with special attention to underrepresented populations, will be a key focus.

As part of the Experiential Learning and Student Employment team, you'll work hand-in-hand with a

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multi-disciplinary committee of experiential learning faculty and staff across campus, generating high quality ideas and solutions, identifying opportunities for collaboration, recommending process improvements, sharing industry contacts and expanding knowledge of university experiential learning protocols.

As the **Senior Career Associate for Internships**, you will:

- Research and strategically identify employers with whom to cultivate relationships for connections to UB talent from diverse backgrounds.
- Serve as an energetic and enthusiastic first 'point of contact' for employers in the development of UB multicultural student talent pipelines.
- Consult with employers to help build high quality internship and project-based learning programs for UB students across all academic disciplines and levels.
- Partner with and guide employers to offer innovative remote project based learning and internship opportunities for diverse population of students.
- You will manage the internship scholarship fund and work with employer hosts on fund disbursement.

This is a temporary position. The incumbent will be appointed for up to 1 year.

Outstanding Benefits

Working at UB offers world-class benefits that exceed salary alone. There are personal rewards such as health and retirement plans, training opportunities and access to recreational resources. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. We focus on creating and sustaining a healthy mix of work, personal life, and academic pursuits in an effort to support work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About Career Design Center

Career Design Center supports all undergraduate and graduate students in imagining and designing meaningful lives and careers through early discovery, ongoing exploration and future-focused skill development. With the mission of challenging students to see possibilities and seek opportunities in preparation for life after college, students gain access to Career Communities that include faculty/staff, employer and alumni collaborators providing connections, resources and guidance leading to expanded opportunities.

About The University at Buffalo

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The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelor's degree with a minimum of 2 years of experience **or** master's degree or professional certification
- Experience in relationship management or business development.
- Demonstrated strong skills in interpersonal relations, creativity, communication, strategic and analytical skills.

Preferred Qualifications

A master's degree is preferred.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact