

Assistant Director, Internships and Experiential Learning  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=235465>

Downloaded On: Jun. 30, 2024 11:26am

Posted May 2, 2024, set to expire Sep. 1, 2024

<b>Job Title</b>	Assistant Director, Internships and Experiential Learning
<b>Department</b>	Crc Administration
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	May 2, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Educational Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/49867">https://www.ubjobs.buffalo.edu/postings/49867</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The [Internships and Experiential Learning](#) (IEL) team, part of the Career Resource Center (CRC), serves exclusively undergraduate and graduate students in the UB School of Management preparing for and participating in credit-bearing and noncredit bearing internships. The **Assistant Director** is a partner and integral member of the team who helps to establish, implement and administer processes and programs fostering achievement of internship and experiential learning goals, focusing (primarily) on undergraduate students across all management concentrations.

The Assistant Director will:

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- Advise students throughout the end-to-end experiential education process, encouraging problem solving and appropriate self-promotion.
- Manage the Sophomore Sites internship program and take an active role in campus wide experiential learning initiatives. Supervise and mentor in-house iExperience interns.
- Manage and administer academic functions related to credit-bearing internships; develop syllabi and grade academic assignments.
- Master and facilitate CPT work authorization requests for international students.
- As needed, develop in-depth, highly detailed processes and solutions to address time-sensitive issues.
- Engage with our required Career Connections courses including co-design and co-teaching of in-class presentations.
- Build effective connections with stakeholders (employers, internship supervisors, students, faculty and alumni) to achieve goals related to internship development and sustainability.
- Utilize technical systems to carry out essential functions. Become a knowledge expert using all facets of BizLink (Symplicity) with specific attention to the Experiential Learning module. Assist with timely website review and maintenance.
- Facilitate direct communications and leverage social media to reach students.

### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

### **About The University at Buffalo**

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.

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### **Minimum Qualifications**

- Bachelor's degree with 2 years of experience.
- Experience advising students in a higher education or other relevant environment.
- Teaching or presentation experience with outstanding verbal and written communication skills.
- General knowledge of internships and experiential learning concepts.
- Experience using database-driven software and web-based applications, social media platforms, and MS Office Suite.

### **Preferred Qualifications**

- Master's degree in Student Personnel Administration or Higher Education Administration.
- Three years of student advisement experience related to internships, experiential learning, and general career development for undergraduate and master's level students, domestic and international.

### **Contact Information**

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

### **Contact**