

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

## Foothill College

### Internship Coordinator

**Job #07-039**

**Open Until Filled**

The Foothill-De Anza Community College District is currently accepting applications for the faculty position of **Internship Coordinator. Part-time 65% (23 hours per week), Grant Funded, Internship Program, Foothill College.**

**PROGRAM:**

The Foothill-De Anza Community College District Internship Program is a grant-funded program that provides paid internships for community college students in the areas of scientific, technical, administrative, research and other professional areas. The internships are 12-months; 20 hours/wk during the academic year and 40 hours/wk during the summer months. The internships are sponsored positions that provide supervised experiential education at worksites such as: NASA Ames Research Center, Apple Computer, SETI Institute, SRI, Agilent Technologies, Computer History Museum, and others.

**DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:**

Reporting to the Director of the Internship Program, coordinate the day-to-day activities of the internship program for 45-55 student interns. Initiate, develop and coordinate new internship positions at NASA/Ames Research Center, local corporations and public agencies. Recruit student candidates for internship positions on campuses and in relevant classrooms. Assist students in making decisions and plans relevant to their educational, career, and transfer goals. Provide support to on-site supervisor/mentors who screen and place students into vacant internships. Work closely with on-site supervisor/mentors who supervise and evaluate interns. Provide career counseling and oversee internships on a regular basis. Monitor and evaluate goals and objectives for interns each quarter. Make appropriate referrals and facilitate access to both college services and community resources for students. Create, develop and teach career seminars to enhance students' internship experiences. Work closely with division deans at Foothill and De Anza to develop experiential educational courses related to interns' majors. Coordinate seminars about the objectives and mission of NASA/Ames Research Center and other corporate and agency sponsors

Standard duties expected of all faculty include development and evaluation of curricula, maintaining scheduled office hours, attending department and division meetings, pursuing professional growth activities, and performing other duties consistent with the role of an instructor. Instructors also have the opportunity to serve on District and college committees and participate in campus extra-curricular activities.

**MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Master's Degree.
3. Two years experience recruiting students, developing internships and/or working with occupational or cooperative education programs.

**PREFERRED QUALIFICATIONS:**

1. Demonstrated career counseling and teaching experience including resume writing, interviewing and job searching skills.
2. Experience developing new internships or similar placement type positions in areas related to technical, scientific, administrative, research or professional careers that require an AA/AS degree or higher educational levels.
3. Knowledge of scientific, research, administrative or technical careers and occupations.
4. Ability to motivate and inspire students to apply to the internship program.
5. Ability to communicate professionally both orally and in writing.
6. Ability to prioritize applications and determine where student applicants will interview.
7. Knowledge of US Department of Labor laws for student employees.
8. Ability to effectively communicate with diverse groups of students, supervisors/mentors, faculty, corporate managers and public agency staff.
9. Ability to read, interpret, apply and explain rules, regulations, policies and procedures to students.
10. Ability to make appropriate referrals and facilitate access to both college services and community resources for students.
11. Ability to analyze situations accurately and adopt an effective course of action
12. Ability to mediate in sensitive employment issues.
13. Ability to understand and communicate using technical, scientific or business terminology with professionals in those fields.
14. Ability to resolve issues or problems successfully.

In addition, successful candidates will demonstrate the following knowledge and abilities:

**-OVER-**

**APPLICATION PACKET:**

1. A District application to be completed at [www.fhdajobs.net](http://www.fhdajobs.net) (a paper application is available by visiting [www.fhda.edu](http://www.fhda.edu) or by contacting Employment Services).
2. A cover letter detailing your qualifications, skills and abilities as they relate to the position.
3. A current resume of all work experience, formal education and training.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
5. Photocopies of all college transcripts.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

**SALARY RANGE:** \$38,542-\$63,300 annually plus benefits; actual placement is non-negotiable and is based on applicant's verified education and experience.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. Faculty are also eligible for paid sabbatical leaves and stipends for educational and professional development.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:  
<http://hr.fhda.edu/benefits>

**TERMS OF EMPLOYMENT:** Part-time **65% (23 hours per week)**, Grant Funded, Non-Tenure Track, Monday-Thursday, 12 months per year.

**STARTING DATE:** January 2007

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:

Employment Services  
Foothill-De Anza Community College District  
12345 El Monte Road  
Los Altos Hills, California 94022  
(650) 949-6217  
Email: [employment@fhda.edu](mailto:employment@fhda.edu)  
<http://www.fhda.edu>