

## CAREER SERVICES

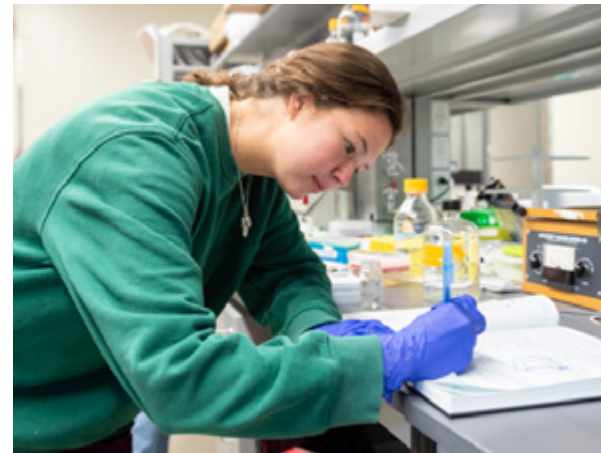
# ASSISTANT DIRECTOR FOR INTERNSHIP CONNECTIONS

### POSITION OVERVIEW

With the goal of elevating student career readiness, the Assistant Director for Internship Connections leads the career center's initiatives in developing and delivering programs, resources, and services designed to expand student access to and engagement with internship opportunities and other career-focused experiential learning opportunities. Internship Connections is a new area within the Texas State career center, dedicated to empowering students in their journey to cultivate meaningful and successful careers by connecting students with transformative internship opportunities.

### JOB DUTIES

- In collaboration with key stakeholders, deliver programs and resources designed to increase student accessibility and engagement with internship opportunities and other relevant forms of career-focused experiential learning opportunities
- Supervise the duties of the Internship Connections Specialist, providing guidance and leadership to support the success of the internship connections area and mission of the career center
- Identify barriers to internship engagement and develop solutions to increase overall student access to internship opportunities
- Identify and establish relationships with potential internship host organizations
- Through effective management of longitudinal data collection and analysis, track and assess student internship participation
- Educate students, campus partners, families, and others on the value of internships and career experiences
- Assist colleges and academic departments in the development and implementation of internship program policies, guidelines, and procedures
- Promote internship programs and opportunities to students, faculty, and the broader university community
- Stay current with industry trends, best practices, and changes in the fields of experiential education and career

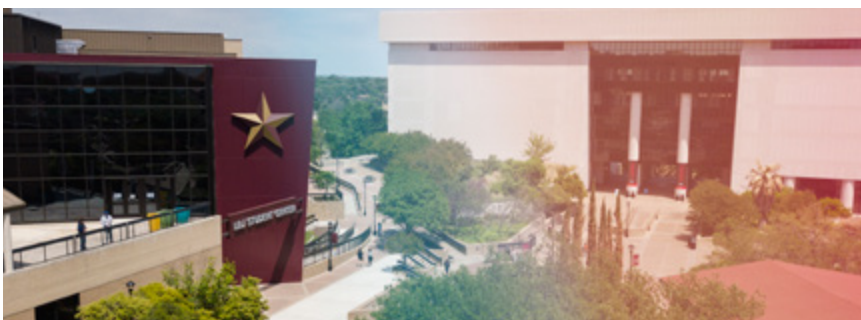


### MONTHLY SALARY:

\$5,525 - \$6,025

### BENEFITS:

- Group Insurance
- Paid Leave
- Longevity Pay
- Academic Release and Tuition Support
- Retirement
- Supplemental Retirement Savings
- Wellness Programs
- Work Life & Employee Assistance Program
- Employee Discount Program
- Mother-Friendly Worksite
- For more information click [here](#)



✉ [careerservices@txstate.edu](mailto:careerservices@txstate.edu) ☎ 512.245.2645 [careerservices.txstate.edu](http://careerservices.txstate.edu)

## CAREER SERVICES

# ASSISTANT DIRECTOR FOR INTERNSHIP CONNECTIONS

### REQUIRED QUALIFICATIONS

- Bachelor's degree
- Familiarity with best practices and trends in experiential learning
- Full-time experience in university career services, employer recruitment, experiential learning, internship program coordination, or similar department

### PREFERRED QUALIFICATIONS

- Advanced degree in higher education administration, counseling, human resources, or related field
- Experience developing program assessments and student learning outcomes
- Ability to solve problems and make independent decisions
- Evidence of strong communication skills, both written and verbal
- Prior experience developing and delivering effective, clear, and engaging presentations within a higher education setting
- Familiarity with employer needs, opportunities, and challenges in relation to internship program development and management
- Exposure to university career center management platforms (e.g. Handshake)
- Use of technology in a work office environment

### ABOUT THE DIVISION OF STUDENT SUCCESS

The Division of Student Success contributes to the retention, graduation, and career development of a high quality, diverse student population through a student-centered and student learning approach. We provide thoughtfully curated spaces and deliver innovative co-curricular programs and services designed to foster inclusive student involvement, engagement, and a sense of belonging.

### ABOUT TEXAS STATE UNIVERSITY

Texas State University encompasses two campuses and other locations across Central Texas and has seen the student body grow to more than 38,000 students including approximately 34,000 undergraduate and 4,000 graduate and post-baccalaureate students. This growth reflects the mission of the university to serve the citizens of Texas and to play a leading role in preparing the workforce for the coming decades. Closely mirroring the demographics of the State of Texas, 11 percent of the student body identifies as Black or African American, 41 percent Hispanic, 41 percent White, and 7 percent with another race or ethnicity. 1.9 percent of the student body is international. In addition, 95 percent of Texas State students are from Texas, coming from every county in the state. Texas State is celebrating its 10th anniversary as a Hispanic Serving Institution and ranks 14th in the nation for total bachelors degrees awarded to Hispanic students. As an Emerging Research University with a Carnegie classification of Doctoral University: High Research Activity, Texas State offers opportunities for discovery and innovation to faculty and students. For more information please visit the Texas State University website.



FOR INFORMATION ON APPLYING,  
PLEASE VISIT [JOBS.HR.TXSTATE.EDU](https://jobs.hr.txstate.edu)

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