HSU Sponsored Programs Foundation

Job Announcement

This is not a state position

Job Title: Natural Resources and Sciences (NRS) Internship Coordinator

Wage: $25/hour

Project Name: HSI STEM (F3050)

Supervisor: Dr. Kathy Thornhill

Essential functions of the job:

The NRS Internship Coordinator is a full-time (M-F, 8-5), temporary staff member in the Academic and Career Advising Center. This position is currently funded through September 30, 2022. Future funding will continue to be sought throughout this year to try to extend the length of this position.

In conjunction with the Director, the Internship Coordinator will improve student access to internship opportunities through employer development activities and collaboration with Academic and Career Advising Center staff, faculty, and other offices and efforts to place students in internships (e.g., INRSEP+, cultural centers for academic excellence). The Coordinator will serve as a resource to employers interested in hiring students for internship positions and conduct employer outreach to increase the number of internship opportunities available. The NRS Internship Coordinator will provide coaching and advising to students regarding career exploration, professional development skill-building, and recognition of cultural assets in preparation for internship experiences. It is essential that the person in this position has considered the challenges that face Humboldt State University STEM students, especially those underrepresented in the sciences, and that they are prepared to support and advocate for these students.

CNRS Intern Coordination

- Work with CNRS faculty to identify and promote internships, starting with new natural resources internship made possible by two USDA grants (Échale Ganas and Camino al Rancho).
- Coordinate and administer all aspects of the (Échale Ganas and Camino al Rancho) internship programs.
- Monitor current internship sites, and identify and develop new sites.
• Work with internship sites to ensure they promote a safe and equitable workplace.
• Provide internship sites with the opportunity to evaluate their experience with a particular emphasis on equity and inclusion; provide feedback and suggestions to employers based on student evaluations in this regard.
• Facilitate peer-to-peer engagement to develop community among student-interns and create intentional space for participants to work through hurdles that they may face at their site and/or as a student without the presence of staff or faculty.
• Facilitate peer-led meetings (two per internship period) to reflect, decompress and discuss shared experiences.
• Provide interns with the opportunity to evaluate their internship experience throughout the internship period, with a clear effort to validate their feedback and adjust as appropriate.

Internship Development and Marketing
• Initiate and maintain contacts with a variety of employers to develop internships with a focus in Natural Resources and Science fields.
• Explore Pathway partnership opportunities with federal government agencies and coordinate implementation of any new partnerships.
• Arrange meetings with faculty and academic department chairs to identify and promote relevant internships for specific majors.
• Create and implement a marketing campaign to raise awareness about internships and campus resources available to support participation in these high-impact practices.
• Participate in activities that garner external funding for internships and internship development and support.
• Develop an internship manual and promotional material and update as needed.

Internship Coordination and Advising
• Connect with hiring authorities in various different workplace settings to develop a sense of best practices when applying for positions.
• Develop training and tools to educate employers on hiring and retaining diverse talent.
• Collect and maintain internship participation data and provide reports for stakeholders.
• If applicable, process pay and stipend disbursements for interns in designated programs.
• Develop and provide engaged programming to increase students' awareness of, and successful participation in, internships, with particular emphasis for students from underrepresented groups.
• Work collaboratively with existing efforts (such as INRSEP+, Échale Ganas, etc.) to advise students on available internship opportunities and help them acquire internships appropriate to their values and goals through set drop-in advising hours and by individual appointment.

• Collaborate with Career and Academic Advisors and peer-mentors in Academic and Career Advising Center (ACAC), Center for Community-Based Learning (CCBL) and Retention thru Academic Mentoring Program (RAMP), including participation in established campus events such as Internship Week, career fairs, employer information sessions, and/or new student orientations.

• Help students navigate the USA Jobs hiring process.

• Create and present pre- and post-workshops for students participating in internships.

• Assist students in learning to recognize the major-specific skills they are developing and articulate how their coursework is relevant to employers in various formats (resume, C.V., interview, etc.).

• Create enthusiasm about a student’s major and communicate the various ways an internship can add value to their education, enhancing their overall academic experience.

• Provide support for various Academic & Career Advising Center activities and cooperative endeavors.

Minimum Qualifications:

Bachelor's degree or equivalent. Two years combined experience in creating public contacts and relationship building and/or experience supporting student success, preferably at the college level. Student services related to internship procurement and placement, career advising, and/or student success is preferred. Master’s degree may substitute for one year of experience. A background in natural resources and sciences strongly preferred. The successful candidate will demonstrate a supportive, encouraging approach to students, demonstrate a strong commitment to inclusive student success, to diversity and social and environmental justice. The person must have excellent interpersonal communication skills to effectively communicate with diverse populations, be able to write well and give presentations. The person will pay strong attention to detail and have the ability to prioritize his/her time to the most urgent needs of the students, demonstrate sound and mature judgment and be flexible to changing situations. The person who fills this position must have cultural competence. Experience developing and implementing internship programs preferred.

Application Instructions: To apply, submit resume and cover letter along with the HSU SPF Employee Information Form for Applicants (signed in two places) to amy.martin@humboldt.edu.
If you have any questions regarding this position (email) Kathy.thornhill@humboldt.edu.

**Application review date:** October 19, 2021

Humboldt State University Sponsored Programs Foundation is an Equal Opportunity /Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about HSU SPF’s Equal Employment Opportunity hiring can be found here.

For assistance with the application process, please submit an Accommodation Request Form, which can be found here, or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the HSU Human Resources website at http://www.humboldt.edu/hsxhr. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within HSU SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current HSU SPF employees who apply for this position.