

Volume 7

Annex 7.96c: Job Description of Internship
and Placement Coordinator, 2020.



Internship, Guidance & Placement Coordinator

Institution: Mid-Western University School of Management (MUSOM)

Location: Surkhet

Job Description

The candidate will assist the coordinator as required, coordinate field placements of MUSOM undergraduate and graduate students. The Internship Coordinator's main responsibilities are preparing, supervising, assessing, planning, implementing and evaluating the field placement program. Other duties include teaching undergraduate and graduate courses related to the area of expertise, advising undergraduate students, facilitating student activities, serving on department and MUSOM committees and providing administrative support to the MUSOM Director.

Qualifications

- Master's degree in Human Resources and Marketing Management. .
- Minimum of three years' experience teaching with college students, youth, families and community agencies in a professional capacity required.

Responsibilities

- Manage field placements at both the undergraduate and graduate levels including working with the director designee to resolve problems with field placements.
- Provide individual counseling on life academic and career management to students.
- Coordinate and manage the MUSOM field placement process (including the field placement database, contracts, internship manuals, protocols, and websites).
- Supervise all undergraduate and graduate field placements and act as the field liaison to placement agencies.
- Teach MUSOM practicum courses.
- Assist the Director with the advising process and as needed, e.g. preparation of field placement materials, contract management. Serve on MUSOM committees.
- Guide students for career opportunities.