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Durham College Internships 2026 New Hiring

Hiring organization
Durham College

Employment Type
Intern

Duration of employment
3 Months

Industry
Higher Education

Job Location
Oshawa, Ontario, Canada, L1G 5T3, Oshawa, Ontario, Canada

Working Hours
09

Date posted
July 31, 2026

Valid through
29.03.2028

Description

Durham College Internships is a leading provider of diverse internship opportunities for students in Canada. We collaborate with various industries to offer paid internships and co-op placements that enable students to gain valuable work experience, enhance their career development, and build their resumes.

Durham College Internships is seeking a dynamic and motivated individual to join our team as an Internship Coordinator. As the Internship Coordinator, you will play a pivotal role in connecting students with rewarding internship opportunities across Ontario. You will work closely with industry partners to develop and manage internship programs that align with the academic and professional goals of our students.

Responsibilities

- Collaborate with industry partners to identify internship opportunities suitable for Durham College students.
- Develop and maintain strong relationships with employers to facilitate the placement process.
- Coordinate the recruitment and selection of students for internship positions.
- Provide guidance and support to students throughout their internship experience.
- Monitor and evaluate internship programs to ensure quality and effectiveness.
- Assist students in documenting their internship experiences and achievements.
- Organize career development workshops and events to enhance students' employability skills.
- Stay updated on industry trends and job market demands to better serve students and employers.
- Promote diversity and inclusivity in internship placements, ensuring equal access to opportunities for all students.

Qualifications

- Bachelor's degree in a relevant field (e.g., Business Administration, Education, Human Resources).
- Previous experience in coordinating internships, co-op placements, or similar programs is preferred.
- Strong communication and interpersonal skills, with the ability to effectively interact with students, employers, and colleagues.
- Excellent organizational and time management abilities, with a keen attention to detail.
- Knowledge of Ontario's job market and internship landscape.
- Commitment to promoting diversity and equity in internship placements.
- Familiarity with career development principles and practices.
- Ability to work independently and as part of a team in a fast-paced environment.

- Proficiency in Microsoft Office Suite and other relevant software applications.

Job Benefits

- **Competitive Compensation:** Enjoy a competitive salary package commensurate with your experience and qualifications.
- **Professional Development:** Access ongoing professional development opportunities to enhance your skills and stay updated on industry best practices.
- **Networking Opportunities:** Build valuable connections with industry professionals, employers, and colleagues in the field of internship coordination.
- **Work-Life Balance:** Benefit from a supportive work environment that prioritizes work-life balance and employee well-being.
- **Health and Wellness:** Take advantage of health and wellness benefits, including medical, dental, and vision coverage.
- **Paid Time Off:** Enjoy paid vacation days, holidays, and personal days to recharge and relax.
- **Retirement Savings:** Participate in a retirement savings plan with employer contributions to secure your financial future.
- **Flexible Schedule:** Take advantage of flexible work arrangements and scheduling options to accommodate personal and professional commitments.
- **Employee Assistance Program:** Access confidential counseling and support services through our Employee Assistance Program.
- **Community Engagement:** Engage in meaningful community initiatives and volunteer opportunities supported by Durham College Internships.
- **Employee Discounts:** Benefit from discounts on educational programs, resources, and services offered by Durham College and its partners.
- **Recognition and Rewards:** Be recognized and rewarded for your contributions through various recognition programs and incentives.
- **Opportunity for Growth:** Explore opportunities for career advancement and growth within Durham College Internships as you excel in your role.

Contacts

- **Prepare Your Application Materials:** Update your resume and draft a cover letter highlighting your relevant experience, qualifications, and why you are passionate about joining our team.
- **Email Your Application:** Send an email with your resume and cover letter attached Via Email.
- **Subject Line:** Use the subject line “Durham College Internships – Internship Coordinator Application” to ensure that your application is properly routed.
- **Include Contact Information:** Make sure to include your full name, phone number, and email address in the body of the email for easy contact.
- **Application Deadline:** Be mindful of the application deadline and ensure that your application is submitted before the specified date.
- **Follow-Up:** After submitting your application, feel free to follow up with our hiring team if you haven’t received a response within a reasonable timeframe.
- **Stay Engaged:** Keep an eye on your email for updates regarding the status of your application and any next steps in the hiring process.