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Mount Royal University Internships In Calgary, CA – Apply Now

Description

Mount Royal University (MRU) is a dynamic and innovative institution located in the vibrant city of Calgary. At MRU Internships, we are committed to providing students with enriching and practical work experiences that complement their academic studies. Our internship programs aim to bridge the gap between classroom learning and real-world application, equipping students with the skills and knowledge necessary to excel in their chosen fields.

Mount Royal University Internships is seeking a motivated and organized individual to join our team as an Internship Coordinator. In this role, you will be responsible for facilitating internship placements, supporting students throughout their internship experience, and fostering relationships with industry partners.

Responsibilities

- **Internship Placement:** Collaborate with academic departments and industry partners to identify internship opportunities aligned with students' academic and career goals.
- **Student Support:** Provide guidance and resources to students throughout the internship search, application, and placement process, ensuring they are prepared for success.
- **Program Development:** Assist in the development and enhancement of internship programs, including curriculum integration, assessment, and evaluation.
- **Relationship Management:** Cultivate and maintain strong relationships with employers, alumni, and community partners to expand internship opportunities and promote the value of experiential learning.
- **Administration:** Oversee administrative tasks related to internships, including documentation, tracking, and reporting to ensure compliance with university policies and procedures.
- **Event Coordination:** Plan and coordinate events such as internship fairs, networking sessions, and information sessions to connect students with potential employers and enhance their professional development.

Qualifications

- Bachelor's degree in a related field (e.g., Education, Business Administration, Career Development) required; Master's degree preferred.
- Experience working in higher education, career services, or related fields, with a demonstrated understanding of internship programs and experiential learning.
- Strong communication, interpersonal, and organizational skills, with the ability to build rapport with diverse stakeholders.
- Proven ability to work independently and collaboratively in a fast-paced environment, managing multiple priorities with attention to detail.

Hiring organization

Mount Royal University

Employment Type

Intern

Duration of employment

3 Months

Industry

Higher Education

Job Location

Calgary, Alberta, Canada, T2G 0V1, Calgary, Alberta, Canada

Working Hours

09

Date posted

August 7, 2026

Valid through

10.06.2028

- Knowledge of industry trends, labor market demands, and best practices in internship program management.
- Proficiency in Microsoft Office Suite and experience with database management systems preferred.
- Commitment to diversity, equity, and inclusion, with a demonstrated ability to support students from diverse backgrounds.

Job Benefits

- Opportunity to make a meaningful impact on students' academic and professional development.
- Collaborative and supportive work environment within a leading institution of higher education.
- Access to professional development opportunities and resources to enhance skills and knowledge.
- Competitive compensation and benefits package, including tuition remission and wellness programs.

Contacts

1. **Resume/CV:** Include a detailed summary of your education, work experience, and relevant skills, highlighting any experience related to internship program management, career services, or higher education.
2. **Cover Letter:** Addressed to the Hiring Committee, the cover letter should articulate your interest in the position and explain how your qualifications and experiences align with the responsibilities and qualifications outlined in the job description.
3. **References:** Provide contact information for at least two professional references who can speak to your qualifications, character, and work ethic.
4. **Optional: Portfolio or Work Samples:** If applicable, you may include samples of your work, such as program development materials, event coordination documentation, or other relevant examples that demonstrate your skills and experiences.