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Trent University Internships 2026 – Latest Jobs Hiring

Hiring organization
Trent University

Employment Type
Intern

Duration of employment
3 Months

Industry
Higher Education

Job Location
Peterborough, Ontario, Canada, K9J, Peterborough, Ontario, Canada

Working Hours
09

Date posted
August 1, 2026

Valid through
08.06.2028

Description

Trent University is renowned for its commitment to academic excellence and a vibrant student-focused learning environment. Located in Peterborough, Ontario, Canada, Trent offers a diverse range of undergraduate and graduate programs across various disciplines. With a strong emphasis on interdisciplinary studies, experiential learning, and community engagement, Trent University fosters a culture of innovation and personal growth.

Trent University is seeking a dynamic and motivated individual to join our team as the Internship Coordinator. The successful candidate will play a pivotal role in facilitating internship opportunities for our students, connecting them with employers, and ensuring they gain valuable professional experience relevant to their academic pursuits.

Responsibilities

- **Internship Program Management:** Develop, implement, and oversee an effective internship program that aligns with Trent University's academic objectives and student learning outcomes.
- **Employer Engagement:** Cultivate and maintain relationships with local, national, and international employers to identify internship opportunities across various industries and sectors.
- **Student Support:** Provide guidance and support to students throughout the internship process, including assistance with resume and cover letter preparation, interview skills development, and career goal setting.
- **Matchmaking:** Facilitate the matching process between students and internship placements based on their academic interests, skills, and career aspirations.
- **Monitoring and Evaluation:** Monitor the progress of interns during their placements, conduct site visits when necessary, and collect feedback from both students and employers to ensure a positive and enriching experience.
- **Promotion and Outreach:** Promote internship opportunities to students through various channels, including workshops, information sessions, social media, and other marketing initiatives.
- **Administrative Tasks:** Maintain accurate records of internship placements, track student participation and outcomes, and compile reports for internal and external stakeholders as required.
- **Professional Development:** Stay informed about trends and best practices in internship management, career services, and experiential learning to enhance the quality and effectiveness of Trent University's internship program.

Qualifications

- Bachelor's degree in a relevant field (Master's degree preferred).
- Experience working in higher education, career services, or related fields.
- Strong interpersonal skills with the ability to build and maintain relationships

with diverse stakeholders.
- Excellent communication skills, both written and verbal.
- Organizational and time management skills with the ability to manage multiple priorities effectively.
- Knowledge of experiential learning principles and best practices in internship program development and management.
- Familiarity with relevant legislation, policies, and ethical guidelines related to internships and student employment.

Job Benefits

- **Competitive Compensation:** Trent University offers a competitive salary commensurate with experience and qualifications, ensuring that our employees are fairly compensated for their contributions.
- **Comprehensive Health and Wellness Benefits:** We prioritize the health and well-being of our employees by providing access to a comprehensive benefits package, including medical, dental, and vision coverage, as well as access to employee assistance programs and wellness initiatives.
- **Professional Development Opportunities:** Trent University is committed to supporting the ongoing professional development of our staff. As an employee, you will have access to a range of professional development opportunities, including workshops, training programs, conferences, and tuition assistance for further education.
- **Work-Life Balance:** We recognize the importance of achieving a healthy work-life balance. Trent University offers flexible work arrangements, including options for telecommuting and flexible scheduling, to accommodate the diverse needs of our employees.
- **Generous Vacation and Leave Policies:** Employees at Trent University enjoy generous vacation allowances and comprehensive leave policies, including paid holidays, sick leave, and parental leave, allowing you to take time off when you need it most.
- **Opportunities for Advancement:** Trent University is committed to fostering the professional growth and advancement of our employees. With a culture of continuous learning and development, there are ample opportunities for career progression and advancement within the organization.
- **Contribution to Education and Community:** By joining Trent University, you will have the opportunity to make a meaningful impact on the lives of students and contribute to the broader community. Your work as an Internship Coordinator will help shape the future careers and success of our students, creating a lasting legacy of positive change.
- **Beautiful Campus and Surroundings:** Located in the picturesque city of Peterborough, Ontario, Trent University boasts a stunning campus nestled amidst nature. Enjoy access to scenic trails, waterfront views, and a vibrant community atmosphere, enhancing your overall work experience.

Contacts

Interested candidates are invited to submit a cover letter and resume outlining their qualifications and relevant experience. Please include “Internship Coordinator Application” in the subject line.

Trent University is an equal opportunity employer and is committed to diversity in the workplace. We encourage applications from all qualified individuals, including those with diverse backgrounds and those with disabilities. Accommodations are

available upon request for candidates taking part in all aspects of the selection process.