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University of Windsor Internships 2026 Apply Online

Hiring organization
University of Windsor

Employment Type
Intern

Duration of employment
3 Months

Industry
Higher Education

Job Location
Windsor, Ontario, Canada, N9A 1B7, Windsor, Ontario, Canada

Working Hours
09

Date posted
August 20, 2026

Valid through
07.02.2028

Description

As the University of Windsor Internship Program Coordinator, you will play a vital role in facilitating meaningful internship experiences for our students. You will work closely with academic departments, industry partners, and students to develop, coordinate, and oversee internship opportunities that align with their academic and career goals.

Responsibilities

- **Program Development:** Collaborate with academic departments and industry partners to develop internship programs that meet the needs of students and employers.
- **Internship Placement:** Assist students in identifying and securing internship opportunities relevant to their field of study and career interests.
- **Student Support:** Provide guidance and support to students throughout the internship process, including resume building, interview preparation, and professional development.
- **Employer Engagement:** Cultivate and maintain relationships with local, national, and international employers to expand internship opportunities for students across various industries.
- **Program Administration:** Oversee all aspects of the internship program, including program logistics, documentation, and compliance with university policies and regulations.
- **Monitoring and Evaluation:** Track and evaluate the effectiveness of internship programs, gather feedback from students and employers, and implement improvements as needed.
- **Promotion and Outreach:** Develop marketing materials and engage in outreach activities to promote internship opportunities to students and employers.

Qualifications

- Bachelor’s degree in a related field (Master’s degree preferred).
- Experience in program coordination, preferably in an academic or internship setting.
- Strong interpersonal and communication skills, with the ability to effectively engage with students, faculty, staff, and external stakeholders.
- Excellent organizational skills and attention to detail.
- Knowledge of career development principles and internship best practices.
- Ability to work independently and collaboratively in a fast-paced environment.
- Familiarity with relevant software and platforms for program management and communication.

Job Benefits

- Competitive salary and benefits package.
- Opportunities for professional development and growth within the university.

- Access to a vibrant and diverse campus community.
- The chance to make a meaningful impact on the lives and careers of students.

Contacts

- **Resume/CV:** Include a detailed resume or curriculum vitae outlining your education, work experience, and relevant skills.
- **Cover Letter:** Write a compelling cover letter expressing your interest in the position and highlighting your qualifications and experiences related to program coordination and student support.
- **References:** Provide contact information for at least two professional references who can speak to your abilities and qualifications.
- **Additional Documents:** If applicable, include any additional documents or certifications that demonstrate your suitability for the role.