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UVIC Internship For Graduate 2026 Apply Online

Description

UVIC Internship Program is a dynamic initiative within the University of Victoria aimed at providing valuable experiential learning opportunities for Canadian students. As a leading institution in British Columbia, UVIC is committed to fostering talent, promoting research, and supporting the professional growth of its students. UVIC Internship Program collaborates closely with industry partners to offer diverse internships across various disciplines, ranging from research internships to cooperative education programs.

We are seeking a proactive and organized Internship Program Coordinator to join our team on a 12-month contract basis. The Coordinator will be responsible for overseeing the end-to-end process of UVIC internships, including coordinating with students, academic departments, and external partners to ensure successful internship placements. This role offers the opportunity to contribute to the growth and success of UVIC's internship initiatives while supporting the professional development of students.

Responsibilities

- Collaborate with academic departments to identify internship opportunities aligned with students' fields of study.
- Liaise with external partners, including industry organizations and employers, to develop internship placements and establish partnerships.
- Assist students in navigating the internship application process, including providing guidance on resume preparation, interview techniques, and professional communication.
- Coordinate internship logistics, including placement matching, scheduling, and onboarding processes.
- Monitor and evaluate internship experiences to ensure alignment with program objectives and student learning outcomes.
- Organize networking events, workshops, and informational sessions to support interns throughout their placement.
- Maintain accurate records of internship placements, student progress, and program metrics for reporting purposes.

Qualifications

- Bachelor's degree in a relevant field (e.g., Education, Business Administration, Communications).
- Experience working in higher education, career services, or student affairs preferred.
- Strong communication and interpersonal skills, with the ability to engage with diverse stakeholders.
- Excellent organizational abilities and attention to detail.
- Demonstrated ability to work independently and collaboratively within a team.
- Familiarity with Canadian student internship programs and cooperative education models is an asset.

Hiring organization

University of Victoria

Employment Type

Intern

Duration of employment

3 Months

Industry

Higher Education

Job Location

Victoria, British Columbia, Canada,
V8R, Victoria, British Columbia,
Canada

Working Hours

09

Date posted

August 10, 2026

Valid through

17.04.2028

- Proficiency in Microsoft Office Suite and database management software.

Job Benefits

- Competitive salary commensurate with experience.
- Opportunities for professional development and training.
- Access to University of Victoria resources and facilities.
- Potential for extension or advancement within UVIC Internship Program.

Contacts

1. **Prepare Your Application Materials:** Update your resume and draft a cover letter highlighting your relevant experience, qualifications, and interest in the position.
2. **Submit Your Application:** Send your resume and cover letter as attachments via email. Please ensure to include "UVIC Internship Coordinator Application" in the subject line of your email.
3. **Wait for Confirmation:** Once your application is received, you will receive a confirmation email acknowledging receipt of your materials.
4. **Interview Process:** Qualified candidates will be contacted for further assessment, which may include interviews and additional evaluations.
5. **Final Selection:** Following the interview process, successful candidates will be notified of their selection for the position.
6. **Offer Acceptance:** If offered the position, you will receive an official offer letter outlining the terms and conditions of employment. Upon acceptance, arrangements for onboarding and commencement will be made.