



**Job Specification**

**Job Title: Coordinator, Cooperative Education/Internship**  
**BCAT Code: 410X CG**  
**Pay Grade: G15**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Exempt**

---

**General Description**

Assists students with obtaining internships/cooperative education assignments related to their major and/or career goals. Markets the programs to students and employers. Oversees and monitors student participation in the program and on assignments.

**Examples of Duties**

- Counsels students individually and in groups on career decision and preparing for appropriate Co-op/Internship learning experience.
- Markets the Co-op/Intern programs to businesses, government, and non-profit employers.
- Monitors student participation.
- Counsels and advises students on issues that arise during assignment and consult with employers regarding those issues.
- Utilizes Panther Career Net system to manage student and employer interactions.
- Maintains contact with departments and colleges on co-op/internships offerings, policies and procedures.
- Develops relationships with University faculty.
- Conducts orientation classes and workshops.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of applicable federal, state, University and Board of Regents rules and regulations as pertaining to co-op and internships.
- Ability to communicate effectively both verbally and in writing.
- Ability to work independently.
- Ability to multi-task in a deadline driven environment.
- Effective time management and organizational skills.
- Proficiency with word processing, spreadsheet, and database software.

**Minimum GSU Hiring Standards**

Master's degree in Counseling, Management, Education or a related field and four years of experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*