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Brandon University Internships 2026 / 2027 Apply Now

Description

Brandon University is seeking a dynamic and motivated individual to join our team as an Internship Program Coordinator. This role is integral to the success of our internship program, connecting students with valuable hands-on experiences in their respective fields. The Internship Program Coordinator will work closely with students, faculty, and external partners to ensure the seamless execution and continuous improvement of our internship initiatives.

Responsibilities

1. Student Engagement:

- Facilitate information sessions and workshops to promote internship opportunities.
- Guide students through the internship application and placement process.
- Foster strong relationships with students to provide ongoing support during their internships.

2. Employer Relations:

- Collaborate with local and regional employers to identify internship opportunities.
- Develop and maintain partnerships with organizations to ensure a diverse range of internship options.
- Regularly communicate with employers to assess the effectiveness of intern placements.

3. Program Administration:

- Oversee the day-to-day operations of the internship program.
- Maintain accurate records of student placements and evaluations.
- Implement and improve program policies and procedures.

4. Event Coordination:

- Organize networking events, career fairs, and other activities to connect students with potential internship providers.
- Coordinate information sessions with industry professionals to enhance student understanding of specific sectors.

5. Feedback and Evaluation:

- Collect feedback from both students and employers to evaluate and enhance the internship program.
- Analyze program outcomes and make recommendations for continuous improvement.

Qualifications

- Bachelor's degree in a relevant field (Master's degree preferred).
- Experience in program coordination, preferably in an educational or internship context.
- Strong communication and interpersonal skills.
- Proven ability to build and maintain relationships with students, faculty, and external partners.

Hiring organization

Brandon University

Employment Type

Intern

Duration of employment

3 Months

Industry

Higher Education

Job Location

Brandon, Manitoba, Canada, R7A,
Brandon, Manitoba, Canada

Working Hours

09

Date posted

April 15, 2026

Valid through

22.01.2028

- Organizational skills with attention to detail.
- Familiarity with the local and regional job market.

Job Benefits

- 1. Competitive Compensation:**
 - We offer a competitive salary commensurate with experience and qualifications.
- 2. Professional Development:**
 - Access to ongoing professional development opportunities to enhance your skills and knowledge.
- 3. Health and Wellness:**
 - Comprehensive health and dental insurance coverage to support your well-being.
- 4. Retirement Savings:**
 - Participation in a pension plan to help you build financial security for the future.
- 5. Work-Life Balance:**
 - Flexible work schedules and options for remote work to promote a healthy work-life balance.
- 6. Generous Vacation Time:**
 - A generous vacation allowance to allow you to recharge and enjoy personal time.
- 7. Collaborative Environment:**
 - Engage with a collaborative and supportive team that values open communication and teamwork.
- 8. Community Engagement:**
 - Opportunities to participate in community engagement activities and events.
- 9. Discounted Education:**
 - Access to discounted or subsidized educational programs for personal and professional development.
- 10. Career Advancement:**
 - Support for career advancement within the university through mentorship and growth opportunities.
- 11. Employee Assistance Program (EAP):**
 - Confidential counseling and support services to assist with personal and work-related challenges.
- 12. Networking Opportunities:**
 - Connect with professionals across various industries through networking events and conferences.
- 13. Modern Facilities:**
 - Work in a modern and well-equipped environment that enhances your productivity and comfort.
- 14. Recognition Programs:**
 - Recognition programs to acknowledge and celebrate your contributions to the success of the internship program.

Contacts

- 1. Prepare Your Application:**
 - Ensure you have a current resume detailing your relevant education, work experience, and skills.
 - Write a cover letter that highlights your qualifications, experience, and interest in the Internship Program Coordinator role at Brandon University.
- 2. Submission Method:**

- Send your resume and cover letter as attachments in PDF format.
- 3. **Email Subject Line:**
 - In the subject line of your email, please include “Application for Internship Program Coordinator Position.”
- 4. **Address Your Application:**
 - Address your application to the Human Resources Department at Brandon University.
- 5. **Application Deadline:**
 - Please note the application deadline and ensure your materials are submitted before the specified date.
- 6. **Contact Information:**
 - Include your contact information in your cover letter, including your phone number and email address.
- 7. **Submission Email:**
 - Send your application to the designated email address provided for application submissions.