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Ontario Tech University Internships 2026 Apply Now

Description

We are seeking a proactive and dedicated Internship Program Coordinator to oversee and manage Ontario Tech University's internship initiatives. The successful candidate will play a pivotal role in connecting students with valuable internship placements, collaborating with industry partners, and ensuring the overall success of the internship programs.

Responsibilities

- Develop and maintain strong relationships with local, national, and international industry partners to create diverse internship opportunities across various fields of study.
- Collaborate with academic departments to align internship placements with students' educational objectives and career aspirations.
- Facilitate the recruitment, selection, and placement process for students seeking internships, providing guidance and support throughout the application and interview stages.
- Organize orientation sessions and workshops to prepare students for their internship experiences, offering guidance on workplace expectations, professional conduct, and skill development.
- Serve as a liaison between students, employers, and university faculty to ensure effective communication and a seamless internship experience for all parties involved.
- Monitor and evaluate the progress of interns, providing ongoing support and mentorship, and conducting assessments to track their learning outcomes and overall performance.
- Implement strategies to assess the effectiveness of the internship programs, collect feedback from students and employers, and identify areas for improvement.
- Maintain accurate records, compile reports, and analyze data related to internship placements, participant feedback, and program outcomes.

Qualifications

- Bachelor's degree in a relevant field; a Master's degree is a plus.
- Previous experience in coordinating internship programs, career services, or related educational programs preferred.
- Strong communication, interpersonal, and networking skills with the ability to build and maintain relationships with diverse stakeholders.
- Knowledge of career development theories, internship best practices, and industry trends.
- Excellent organizational skills with the ability to manage multiple tasks and deadlines efficiently.
- Proficiency in Microsoft Office Suite and relevant database management software.
- Commitment to fostering an inclusive and supportive environment for student success.

Hiring organization

Ontario Tech University

Employment Type

Intern

Duration of employment

3 Months

Industry

Higher Education

Job Location

Oshawa, Ontario, Canada, L1G,
Oshawa, Ontario, Canada

Working Hours

09

Date posted

April 17, 2026

Valid through

19.12.2026

Job Benefits

- Opportunity to work in a dynamic and innovative educational environment.
- Competitive salary and benefits package.
- Professional development opportunities and access to university resources.

Contacts

To apply for the Internship Program Coordinator position at Ontario Tech University, please follow these steps:

- 1. Prepare Your Application Documents:**
 - Update your resume to highlight your relevant experience, qualifications, and skills related to internship coordination and program management.
 - Write a compelling cover letter that outlines why you are interested in this position, how your previous experiences align with the responsibilities listed, and why you would be a great fit for Ontario Tech University.
- 2. Submit Your Application:**
 - Visit the Ontario Tech University careers portal or the designated application platform.
 - Locate the Internship Program Coordinator position and follow the application instructions provided.
 - Upload your resume and cover letter in the specified format (e.g., PDF, Word document) as per the application guidelines.
- 3. Complete Application Form (if required):**
 - Fill out any additional application forms or questionnaires that might be part of the application process.
 - Ensure that all required fields are completed accurately and thoroughly.
- 4. Double-Check Your Submission:**
 - Review your application materials before submission to ensure they are error-free and represent your qualifications effectively.
 - Verify that all required documents and information have been included as per the application guidelines.
- 5. Submit Your Application:**
 - Once you have reviewed and confirmed all the details, submit your application through the designated portal or platform.
 - You may receive a confirmation email acknowledging the receipt of your application.
- 6. Follow-Up (if Necessary):**
 - If there is a specified timeline for the hiring process, wait patiently for updates.
 - You may choose to follow up on your application status after a reasonable period if contact information is provided in the job posting.