



<https://www.internshipsca.com/job/royal-roads-university-internships/>

Royal Roads University Internships 2026 New Application

Description

Royal Roads University is seeking a passionate and driven individual to join our team as the Internship Program Coordinator. In this role, you will play a pivotal role in facilitating internship opportunities for our students, forging partnerships with industry leaders, and ensuring that our internship program aligns with the university's mission of providing high-quality experiential learning experiences.

Responsibilities

- Collaborate with academic departments to identify internship opportunities that complement students' academic goals and career aspirations.
- Cultivate and maintain relationships with a diverse range of industry partners to secure internship placements for students across various disciplines.
- Develop and implement strategies to promote internship opportunities to students, faculty, and alumni, fostering a culture of engagement and participation.
- Serve as the primary point of contact for students throughout the internship process, providing guidance on application procedures, professional development, and workplace etiquette.
- Coordinate with employers to establish internship objectives, monitor student progress, and ensure that learning outcomes are met.
- Conduct regular evaluations of the internship program, gathering feedback from students, faculty, and employers to identify areas for improvement and innovation.
- Stay abreast of industry trends, best practices, and regulatory requirements related to internships and experiential learning.
- Collaborate with university stakeholders to integrate internship experiences into the broader curriculum, enhancing students' academic and professional development.

Qualifications

- Bachelor's degree in a relevant field; Master's degree preferred.
- Prior experience in higher education, career services, or related field.
- Strong interpersonal skills with the ability to build and maintain relationships with diverse stakeholders.
- Excellent organizational and project management skills, with the ability to manage multiple priorities and deadlines.
- Knowledge of experiential learning principles and best practices in internship program development.
- Familiarity with industry sectors relevant to Royal Roads University programs.
- Demonstrated commitment to diversity, equity, and inclusion in education and the workplace.
- Proficiency in Microsoft Office Suite and other relevant software applications.

Hiring organization

Royal Roads University

Employment Type

Intern

Duration of employment

3 Months

Industry

Higher Education

Job Location

Victoria, British Columbia, Canada, V8P 1A1, Victoria, British Columbia, Canada

Working Hours

09

Date posted

April 17, 2026

Valid through

18.02.2028

Job Benefits

- Competitive salary commensurate with experience.
- Comprehensive benefits package, including health, dental, and retirement plans.
- Opportunities for professional development and career advancement.
- Access to a vibrant campus community and stunning natural surroundings.

Contacts

To apply for the position of Internship Program Coordinator at Royal Roads University, please submit a cover letter, resume, and contact information for three professional references via our online application portal. Applications will be reviewed on a rolling basis until the position is filled.

At Royal Roads University, we are committed to fostering an inclusive and supportive workplace environment where all individuals are valued and empowered to succeed. We encourage applications from qualified candidates of all backgrounds, including those who identify as members of historically marginalized communities.

Join us in shaping the future of higher education and empowering the next generation of leaders through transformative experiential learning experiences at Royal Roads University.