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UPEI Internships 2026 / 2027 Latest Hiring

Description

As the UPEI Internship Coordinator, you will play a pivotal role in facilitating meaningful internship experiences for students while building strong partnerships with local and global organizations. You will be responsible for overseeing the entire internship process, from identifying potential opportunities to supporting students throughout their internship journey.

Responsibilities

1. Relationship Building:

- Cultivate and maintain strong relationships with local businesses, organizations, and industry partners to create a robust network of internship opportunities.
- Collaborate with faculty members to identify industry needs and align internship opportunities with academic programs.

2. Student Engagement:

- Guide students through the internship application process, offering support in resume building, interview preparation, and professional development.
- Provide ongoing support to interns during their placements, ensuring a positive and enriching experience.

3. Program Development:

- Develop and implement strategies to enhance the internship program, keeping abreast of industry trends and best practices.
- Work closely with academic departments to integrate internships seamlessly into the curriculum.

4. Marketing and Promotion:

- Promote the UPEI Internship program to students, faculty, and potential employers through various channels, including social media, workshops, and campus events.

5. Data Management:

- Maintain accurate records of internship placements, student progress, and employer feedback.
- Generate reports to assess the success and impact of the internship program.

Qualifications

- Bachelor's degree in a related field (e.g., Business, Education, or Career Development).
- Strong interpersonal and communication skills.
- Previous experience in internship coordination, career counseling, or related roles is preferred.
- Familiarity with the local job market and industries.

Job Benefits

- Competitive salary and benefits package.

Hiring organization

University of Prince Edward Island

Employment Type

Intern

Duration of employment

3 Months

Industry

Higher Education

Job Location

Charlottetown, Prince Edward Island, Canada, C0A 1H0, Charlottetown, Prince Edward Island, Canada

Working Hours

09

Date posted

April 11, 2026

Valid through

29.01.2028

- Opportunities for professional development.
- Join a collaborative and innovative team within a vibrant academic community.

Contacts

1. Prepare Your Documents:

- Update your resume, ensuring it highlights relevant education, work experience, and skills.
- Craft a compelling cover letter that addresses your interest in the UPEI Internship Coordinator role, your qualifications, and how your skills align with the responsibilities outlined in the job description.
- Gather a list of three professional references with their contact information.

2. Email Submission:

- Create a new email with the subject line: “Application for UPEI Internship Coordinator – [Your Full Name].”
- Attach your resume, cover letter, and list of professional references to the email.

3. Email Content:

- In the body of the email, briefly introduce yourself and express your enthusiasm for the position.
- Mention where you learned about the job opening (if applicable).

4. Send Application to the Designated Email Address:

- Send your email to the designated application email address provided in the job description. If there's a specific contact person mentioned, address the email to them.

5. Confirmation:

- Wait for a confirmation email to ensure that your application has been received. This may take a few business days.