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Western University Internships 2026 Apply Now

Description

As an Internship Program Coordinator at Western University, you will play a pivotal role in managing and overseeing our internship program. You will be responsible for coordinating with various departments, partnering with industry professionals, and guiding students through their internship experience. The role requires a proactive and enthusiastic individual with exceptional organizational skills and a passion for student development.

Responsibilities

- Develop, implement, and manage the internship program in alignment with the university's goals and industry standards.
- Collaborate with faculty, staff, and industry partners to identify internship opportunities that align with students' academic and career objectives.
- Serve as a liaison between students, academic advisors, and host organizations to facilitate the placement process and ensure a seamless experience for all parties involved.
- Provide guidance and support to students throughout their internship journey, including orientation sessions, check-ins, and evaluation processes.
- Organize workshops, seminars, and networking events to enhance interns' professional skills, networking abilities, and career readiness.
- Maintain accurate records and documentation related to internship placements, student progress, and program outcomes for reporting purposes.

Qualifications

- Bachelor's degree in Education, Business Administration, Student Affairs, or related field (Master's degree preferred).
- Previous experience in program coordination, student affairs, or career services within an educational setting.
- Strong communication and interpersonal skills to effectively interact with students, faculty, staff, and external stakeholders.
- Excellent organizational abilities with attention to detail and the ability to manage multiple tasks simultaneously.
- Understanding of career development principles and internship best practices.
- Proficiency in relevant software and databases for tracking and reporting purposes.

Job Benefits

- Opportunity to make a significant impact on students' professional growth and career development.
- Collaborative and supportive work environment within a renowned educational institution.
- Professional development opportunities and access to university resources.

Hiring organization

Western University

Employment Type

Intern

Duration of employment

3 Months

Industry

Higher Education

Job Location

London, Ontario, Canada, N6A,
London, Ontario, Canada

Working Hours

09

Date posted

April 10, 2026

Valid through

10.01.2028

- Competitive compensation package and comprehensive benefits.

Contacts

To apply for the Internship Program Coordinator position at Western University, please submit your resume, cover letter, and references through the university's online job portal.

Join us at Western University and contribute to shaping the future of aspiring professionals through our dynamic internship program.