

JOB DESCRIPTION:	Internship Coordinator		
DEPARTMENT:	School of Social Work		
REPORT TO:	Department Associate Dean		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	412150	DATE APPROVED:	22-OCT-2021
		DATE MODIFIED:	17-MAR-2025

SUMMARY: Implement field education program requirements and place students in field agencies.

DUTIES:

1. Works closely with the field team, agencies, and social work students to vet internship placement agency sites and supervisors, and to match them with placement opportunities that are aligned with Council on Social Work Education (CSWE) accreditation standards and social work program requirements.
2. Collects, reviews, and processes field placement applications and related forms for social work field placement students.
3. Vets potential field placement agencies and agency site supervisors to ensure program and CSWE compliance, quality, and integrity of internships.
4. Develops and maintains a database of affiliated field internship agencies and field placement student demographic information.
5. Performs clerical duties including creating, organizing, and maintaining spreadsheets, storing electronic documents for easy retrieval, and data entry according to established timelines.
6. Assists field placement student applicants in locating field placement agency sites by communicating about placement interests, learning needs, and career goals.
7. Assigns eligible students to appropriate agency field placement sites and officially inform students and the Director of Field Education of their placements.
8. Collaborates with field director(s), faculty, other field coordinators, and program staff regarding field tasks and responsibilities.
9. Attends and participate in departmental faculty meetings and field committees.
10. Assists in data collection necessary for accreditation and assessment.
11. Communicates deadlines and other pertinent field placement information to students regularly.
12. Tracks, monitors, and provides reports and other metrics related to internship and experiential placements.
13. Compiles, coordinates, and submits documents and files in response to intern and academic program placement requests.
14. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Associates degree with 2 years of customer service or related experience required. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of office management and administrative support practices and procedures. Knowledge of advanced word-processing, spreadsheet, and database software applications. Knowledge of organizational structure, workflow, and operating procedures. Ability to monitor and/or maintain quality control standards. Ability to resolve customer complaints and concerns. Ability to work both independently and in a team environment. Ability to understand and follow safety procedures. Ability to perform complex tasks and prioritize multiple projects.

Skill in organizing and coordinating. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.

3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid New Mexico driver's license.
 - b. Must pass a Defensive Driving Course within 2 months of hire date. (If applicable for the job)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)