



# ITU

**International Technological University**

2711 North First Street - San Jose, CA 95134

Phone 888.488.4968

[www.itu.edu](http://www.itu.edu)

## **Internship and Career Advisor**

### Job Description

*Last Updated: 01/20/2020*

International Technological University (ITU), a non-profit, graduate university, empowers people through industry-linked Silicon Valley education. Located in the heart of Silicon Valley, ITU partners with industry professionals to teach and mentor graduate students in the areas of engineering, business, technology, and digital arts. Fundamental to ITU's mission is engaging staff who are committed to providing excellent service and building a global organization. We are looking for people who are excited by challenges, crave growth, prioritize learning, and strive for continual improvement. Learn more about ITU at [www.itu.edu](http://www.itu.edu)

### **Responsibilities:**

General responsibilities will likely fall into one of the following areas. Execution of the responsibilities will continually evolve and adjust based on programmatic activity and institutional seasons. Additional related responsibilities could occur in order to accomplish the objectives of the program. This position will be 50% Internship and 50% Academic Advising

- Collaborate with AVP of Academic Support Services to review and update internship application process
- Review internship applications
- Coordinates Internship Program
- Data Tracking and Reporting
- Project Management
- Internship Liaison
- Compliance
- Builds Trusting Relationships with the community and internship providers
- Works assigned schedule exhibits regular and predictable attendance and works flexible schedules as required to meeting workload demands.
- Collaborate with career center for internship and event planning related to internship and internship provider
- Works with faculty and staff to assist students who need academic help. Provides counseling, mentoring, coaching, and support services to assist conditionally admitted and other needy students.



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- Monitors students; academic performances and behavior. Follows up with students to support their efforts and to bring needed resources to bear.
- Advises students' regarding course registration and course work, study skills, time management, test taking, and personal issues.
- Helps plan and deliver academic orientation to new students and their families. Prepares and assist faculty, advisors, and staff with orientation roles.
- Performs other related duties as required.

### **To Succeed In This Position You Should**

- Possess excellent time management and follow up skills to work in a fast paced environment
- Be assertive, Positive Attitude at all times
- Possess effective presentation and writing skills
- Be able to interact effectively and professionally with students, staff, and outside contacts
- Energetic, Results Driven, Customer Service Excellence Focused!
- Demonstrate MS Office proficiency
- Be able to work at least two nights per week (and occasional Saturdays, when needed)
- Work a flexible schedule, exhibit regular and predictable attendance and work overtime as required to meet workload demands.
- Reasonable accommodations will be made for disabled persons covered by the Americans with Disabilities Act, in accordance with its requirements.

### **Experience:**

- Bachelor Degree Master preferred from a regionally accredited institution in Business or a STEM related degree (5 years of working in a higher education institution may replace degree)
- Experience in a college or business setting, sufficient to demonstrate proficiency in: advising students, ability to maintain discretion in highly confidential matters, public speaking, writhing skills, collaborative problem solving, and PC office applications.