POSITION PURPOSE

The Foothill-De Anza Community College District (FHDA) Internship Program is located at the NASA/Ames Research Center at Moffett Field in Mountain View, California and is conducted as a cooperative effort between the NASA/Ames Research Center and the Foothill-De Anza Community College District. The program provides local community college students with one-year experiential educational internships at local corporations and public agencies, supporting almost every college major in a wide range of professional settings.

DUTIES AND RESPONSIBILITIES:

1. Provide overall administration, development and direction of the FHDA Internship Program.
2. Provide fiscal accountability and over-all administration of monthly invoices, intern payroll records, and all program grant, private sector and scholarship funds.
3. Develop, project, and monitor the FHDA Internship Program proposal and budget.
4. Serve as a liaison between the District, NASA/Ames, and a variety of agencies and/or corporations.
5. Develop new NASA/Ames contractor and private industry internship sites and prepare corresponding contracts.
6. Prepare program information as well as equal opportunity and statistical reports (i.e. property and patent rights reports).
7. Coordinate a small caseload of less than 15 interns, when needed.
8. Screen, select, train, supervise and evaluate classified staff and faculty.
9. Plan programs to meet the changing needs of the interns, the District, NASA/Ames and other agencies and/or corporations.
10. Develop marketing materials for the purpose of recruiting and educating potential applicants; market Internship Program to companies and agencies to develop new internships; work closely with Marketing Department at Foothill College to update website and other marketing materials.
11. Work closely with District and NASA/Ames grant monitors and other funding agencies to resolve budgetary discrepancies; write or revise grants; review program issues, projected budgets, and monthly and quarterly expenditure reports;
12. Work closely with community college administrators and faculty; actively participate in campus activities.
13. Maintain program standards and student hiring and program support services to the satisfaction of the Foothill and De Anza campuses, NASA/Ames and other agencies and/or corporations, and student participants.
14. Write successful grant proposals to provide internships for underrepresented populations or special student groups; ensure that the program meets goals related to the diversity of students as established by the District or conditions of funded grants.
15. Conduct orientations, recruitment sessions, and workshops/seminars that focus on job search skills and professional growth; make public presentations at community events and Board or college meetings.
16. Provide overall administration of all required program reports and cooperative education records;

17. Promote and enforce the District's commitment to safety by ensuring that all employees in the Division receive appropriate training in hazardous materials handling, storage, and disposal and that training is updated as required.

EMPLOYMENT STANDARDS

Knowledge
1. Standard administrative practices for management of a large and complex budget.
2. Grant writing and grant funded programs or projects.
3. Standard practices in hiring, training and supervision of personnel.
4. Community college of higher education administration.

Skills and Abilities
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. The ability to function independently and make difficult decisions in a timely and appropriate manner.
3. The ability to interact and communicate well with a wide variety of individuals and groups.
4. The ability to make recruitment presentations to large groups of students.
5. The ability to lead workshops/seminars in job search skills or professional growth areas.
6. The ability to develop successful marketing strategies.
7. The ability to provide leadership and flexibility in the development of programs that meet the continually changing labor market needs.
8. The ability to multitask efficiently and meet deadlines.
9. Leadership and teambuilding skills.
10. Public speaking skills.
11. Experience with conflict resolution.

Education and Experience
1. A Master's degree in any related field.
2. 2 years experience in educational administration or management of an internship, training or experiential education program.
3. 2 years of experience administering large budgets which includes accurate invoicing, budget tracking and fund accounting principles.

Range: F
EEO-Category: H-22