**HACU**

**Job Description**

Job Title: HNIP Program Manager of Internships

Department: HACU National Internship Program -Washington, DC

Reports To: HNIP Director of Operations

FLSA Status: Exempt

Prepared By: Reynaldo Decerega

Created: 9/25/2018

**Summary:**

Under the general supervision of HACU’s National Internship Program’s (HNIP) Director of Operations, the Program Manager (PM) is responsible for managing HNIP’s activities and processes that support the recruitment, placement, and selection of students for internship experiences in the federal government. The Program Manager serves as a liaison with federal government supervisors and agency liaisons and provides guidance to federal government agencies on the implementation of a successful student professional development program.

**General Responsibilities:**  HACU is seeking an experienced professional that can manage and advance its National Internship Program. Reporting to the Director of Operations (DO), the PM assists the director in managing the day-to-day operations of the HACU National Internship Program and its critical components around communication with students and other key stakeholders. The successful candidate will have demonstrated competence in communicating to students and stakeholders that play a critical role in the HACU National Internship Program. Excellent verbal communication skills, including the ability to effectively communicate with internal and external contacts is a must. Key qualities include a high level of teamwork and interpersonal skills with a minimum of 3-5 years of experience and a passion to promote professional development for student advancement.

**Essential duties and Responsibilities:**

* Manage a portfolio of designated federal agencies.
* Work with the HNIP Director of Operations to communicate with federal agencies sponsoring interns on all matters related to execution of contracts, grants and cooperative agreements.
* Recruits, pre-screens, assesses, ranks, and matches student applications based on agency needs.
* Ensure compliance and timely submission of program reports for designated agencies.
* Ensure that HNIP is in full compliance of benefits as it pertains to recent graduates.
* Manage processing of intern employment verification program in compliance with E-Verify mandates.
* Inform the Director of Operations and the Assistant Vice President of agency demands and recruitment trends.
* Makes recommendations on staffing needs and other resource allocations.
* Travels to HACU member universities and relevant professional conferences within the United States to recruit potential interns.
* The PM must also cultivate relationships with university faculty, administrators, partner organizations, and program alumni that will contribute to the growth and quality of the student applicant pool.
* Manages monitoring and evaluation of internship program. Works with interns and site supervisors on collecting data to evaluate the program quality of service as well as the quality of intern performance.
* Assist the program assistants with application processing, placements, field housing, and travel.
* Contributes to the recruitment strategy in collaboration with the Director of Operations and the Assistant Vice President.
* Advises interns on issues of work performance
* Provides guidance and support to all support-level staff involved in the placement process and event planning and management.
* Assist with the planning and execution of the orientations.
* Manage logistics for intern travel as required by agency.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Ability to respond to inquiries or concerns from federal/governmental personnel, interns, staff, or members of the business community. Ability to read, analyze, and interpret common business and educational journals, contracts & grants, financial reports, and legal documents with the utmost attention to detail. Ability to effectively present information to senior management, federal/governmental agencies, educational institutions, or corporate and public groups. Spanish language proficiency highly desired.
* Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.
* Reasoning Ability: Ability to define problems, spot trends, collect and analyze large sets of data, establish facts, and draw valid conclusions. Ability to deal with problems involving few concrete variables in standardized situations.
* Excellent speaking, writing, and editing skills. Strong knowledge of the 2010-2013 MS Office Suite, database applications like Excel and Access, some HTML and content management systems management, and social media tools appreciated. Must be able to work independently in a fast- paced environment and take ownership of tasks and responsibilities. Ability to multitask and prioritize. Must be able to travel (max 20%). Must have a valid driver’s license.
* EDUCATION and/or EXPERIENCE

Bachelor’s degree (BA/BS) in education, communication, business, social science, or related field, or at least 10 years of related experience and/or training. Experience in career counseling, diversity recruitment, student development, and/or program management a plus. Master’s degree preferred.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.