

Career Pathway & Internship Coordinator

Are you passionate about helping students discover where their education can take them? Do you enjoy building relationships with employers, connecting people with opportunities, and helping students feel confident about their next step?

North Central State College is looking for a Career Pathway & Internship Coordinator to help students connect the dots between college, careers, and opportunity.

What You'll Do . . .

Help Students Find Their Path

- Provide career advising, exploration, and coaching to prospective and current students
- Help students set career goals, explore career options, and develop career plans
- Administer and interpret career assessments and interest inventories
- Provide career education and job-readiness workshops through individual and group sessions
- Help students prepare for internships, employment, and the world of work

Connect Students & Employers

- Build and maintain relationships with local and regional employers
- Identify internship, job, and experiential learning opportunities
- Connect students with employers and career opportunities
- Work with faculty and staff to expand career and internship opportunities
- Help employers develop successful internship experiences

Grow Our Internship Program

- Serve as a key contact for students and employers throughout the internship process
- Coordinate internship placements and provide ongoing student support
- Develop and maintain internship opportunities and resources
- Conduct employer and student evaluations to strengthen the internship experience
- Maintain internship information in the College's career development systems

Get Out There & Build Connections

- Help plan and promote career fairs, employer engagement events, workshops, and other career-focused activities
- Develop outreach strategies for students and employers
- Collaborate with faculty, K-12 partners, the Foundation, and community partners
- Stay connected to workforce trends and employer hiring needs

Use Data to Make a Difference

- Track career and internship services and prepare reports
- Monitor employment-related data and survey results
- Maintain career services platforms and employer contact information

- Assist with developing KPIs and goals that support student success

What We're Looking For:

- Bachelor's degree in Counseling, Education, Psychology, Business, Communications, or a related field
- Experience in career development, recruitment, talent acquisition, advising, employer relations, staffing, or a related field involving significant public or employer contact preferred
- Higher education career services or student services experience is preferred
- Strong communication, relationship-building, organization, and customer service skills
- Someone who enjoys working with students, employers, faculty, and community partner

Why You'll Love Working Here:

At North Central State College, you won't just have a job—you'll have a direct impact on students' careers and futures. You'll help students discover their career path, connect them with employers and internship opportunities, and build relationships that open doors after graduation. You'll also be part of a collaborative team that cares about student success and our community. If you enjoy connecting people, building partnerships, and seeing the impact of your work, you'll feel right at home here.

We also offer a comprehensive benefits package designed to support you:

- Competitive pay
- Medical, dental, and vision insurance with low deductibles
- Employer contributions to retirement (14% for SERS, 10.15% for ARP)
- College-paid life and long-term disability insurance
- Generous time off:
 - 160 hours vacation
 - 120 hours of sick time/year
 - 16 hours of personal time/year
 - 12 holidays + 2 additional College-paid days/year
- Free tuition at NCSC for employees, spouses, and dependents
- Tuition reimbursement for education outside NCSC
- And more!

Review of applications will begin 9/29/26 and continue until the position is filled.

Posting Date: 9/15/26

Ready to Join Us?

Submit your resume and cover letter at:

👉 www.ncstatecollege.edu/jobs

Or send to:

North Central State College

Attn: Human Resources

2441 Kenwood Circle

Mansfield, OH 44906