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African Global Skills Academy (AGSA): Internships 2024 / 2025 Latest Hiring

Job Description

We are seeking a motivated and enthusiastic individual to join our team as an Internship Program Coordinator. In this role, you will be responsible for managing and coordinating our internship programs, connecting talented students with valuable learning opportunities at leading organizations. The Internship Program Coordinator will play a crucial role in facilitating meaningful experiences for interns, fostering professional growth, and strengthening partnerships with employers.

Responsibilities For AGSA Internships

- Develop and maintain relationships with partner organizations to identify internship opportunities aligned with AGSA's mission and objectives.
- Collaborate with academic departments and faculty members to promote internship opportunities to students and facilitate the application process.
- Coordinate all aspects of the internship program, including recruitment, selection, placement, orientation, and evaluation of interns.
- Provide guidance and support to interns throughout their placement, including regular check-ins, troubleshooting, and conflict resolution.
- Organize training sessions, workshops, and professional development opportunities to enhance interns' skills and prepare them for future career success.
- Collect feedback from interns, supervisors, and partner organizations to continuously improve the internship program and address any issues or concerns.
- Maintain accurate records and documentation related to internships, including tracking hours worked, evaluating performance, and ensuring compliance with relevant policies and regulations.
- Stay informed about trends and best practices in internship management and talent development to ensure AGSA's programs remain competitive and effective.

Requirement For AGSA Internships

- Bachelor's degree in a relevant field (such as education, human resources, or business administration).
- Previous experience in program coordination, preferably in an educational or non-profit setting.
- Strong organizational and time management skills, with the ability to multitask and prioritize competing demands effectively.
- Excellent communication and interpersonal skills, with the ability to build relationships and work collaboratively with diverse stakeholders.
- Demonstrated commitment to promoting diversity, equity, and inclusion in the workplace and educational settings.
- Proficiency in Microsoft Office and other relevant software applications.
- Familiarity with internship management platforms or databases is a plus.
- Flexibility to work occasional evenings or weekends as needed.

Hiring organization

African Global Skills Academy

Employment Type

Intern

Duration of employment

3 Months

Industry

Private

Job Location

Randburg, Gauteng, South Africa,
2194, Randburg, Gauteng, South Africa

Working Hours

09

Date posted

May 15, 2024

Valid through

14.03.2028

Advantages For AGSA Internships

- Competitive salary commensurate with experience.
- Flexible working arrangements, including remote options.
- Opportunities for professional development and career advancement.
- Positive and supportive work environment with a passionate team dedicated to making a difference.

How to Apply For AGSA Internships

Interested candidates should submit a resume and cover letter outlining their qualifications and relevant experience Via Email. Please include “Internship Program Coordinator” in the subject line of your email. Applications will be reviewed on a rolling basis until the position is filled. We thank all applicants for their interest in joining AGSA; however, only those selected for an interview will be contacted.

At African Global Skills Academy, we are committed to equal employment opportunities and diversity in the workplace. We encourage applications from all qualified individuals, regardless of race, ethnicity, gender, age, disability, sexual orientation, or religion.