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SMU: Internships (2025 / 2026) Apply Online

Description

SMU is seeking a dynamic and dedicated individual to join our team as an Internship Coordinator. This position plays a crucial role in facilitating internships for our students across various health sciences disciplines. The Internship Coordinator will work closely with faculty, students, and external partners to ensure that internship programs are structured, enriching, and aligned with the academic curriculum.

Responsibilities

- Develop and maintain partnerships with healthcare institutions, clinics, and organizations to secure internship placements for SMU students.
- Collaborate with academic departments to identify internship opportunities that align with students' academic and professional goals.
- Coordinate the internship placement process, including student applications, interviews, and matching with suitable placements.
- Provide guidance and support to students throughout the internship experience, addressing any concerns or challenges that may arise.
- Monitor the progress of interns, conduct site visits, and liaise with supervisors to ensure a positive and educational experience.
- Organize orientation sessions and workshops to prepare students for their internships and to enhance their professional skills.
- Maintain accurate records of internship placements, student evaluations, and feedback from supervisors.
- Stay informed about industry trends, regulations, and best practices related to internship programs in the health sciences field.
- Evaluate the effectiveness of internship programs and implement improvements based on feedback and assessment data.
- Collaborate with other university departments and stakeholders to promote internship opportunities and enhance the overall student experience.

Qualifications

- Bachelor's degree in a relevant field (Health Sciences, Education, Business Administration, etc.). Master's degree preferred.
- Previous experience in internship coordination, student affairs, or related fields.
- Knowledge of the healthcare industry and internship practices within the health sciences.
- Strong organizational skills with the ability to manage multiple tasks and priorities effectively.
- Excellent communication and interpersonal skills, with the ability to build relationships with students, faculty, and external partners.
- Demonstrated ability to work independently as well as part of a team.
- Proficiency in Microsoft Office Suite and other relevant software applications.
- Commitment to promoting diversity, equity, and inclusion in internship programs.

Hiring organization

Sefako Makgatho Health Sciences University (SMU)

Employment Type

Intern

Duration of employment

3 Months

Industry

Higher Education

Job Location

Pretoria, Gauteng, South Africa, 0001, Pretoria, Gauteng, South Africa

Working Hours

09

Date posted

November 8, 2024

Valid through

04.03.2028

Job Benefits

- **Competitive Compensation:** We offer competitive salaries commensurate with experience and qualifications, ensuring that our employees are fairly compensated for their contributions.
- **Comprehensive Health Insurance:** We provide comprehensive health insurance coverage, including medical, dental, and vision plans, to help our employees and their families stay healthy and well.
- **Retirement Savings Plan:** We offer a retirement savings plan to help our employees plan for their future and achieve financial security in their retirement years.
- **Professional Development Opportunities:** We support ongoing learning and professional development by offering opportunities for training, workshops, conferences, and continuing education courses.
- **Flexible Work Arrangements:** We understand the importance of work-life balance and offer flexible work arrangements, including remote work options and flexible hours, where feasible.
- **Paid Time Off:** We provide generous paid time off, including vacation days, sick leave, and holidays, to help our employees recharge and maintain a healthy work-life balance.

Contacts

Interested candidates should submit a cover letter and resume/CV Via Email. Please include "Internship Coordinator Application" in the subject line of your email. Only shortlisted candidates will be contacted for interviews.

Join SMU in preparing the next generation of healthcare professionals and making a difference in the field of health sciences education. We look forward to welcoming a passionate and driven individual to our team!