

**The Role of the Internship Coordinator**

An Internship Coordinator is charged with the success of a high school or college student who is pursuing a short-term intensive academic internship experience with The Library. Through this partnership the coordinator will assist the student with developing a meaningful project, provide project evaluation & support throughout the term, connect the student with necessary library resources, and ensure a well-rounded positive experience. Internships are typically one academic semester (15-20 hours/week) but can extend to two or more semesters depending on the academic requirements and student’s project.

**Internship Program Goals**

The Library’s formalized Internship Program began with a pilot in Fall, 2022. Through the development of the program and with the experience learned during the pilot the following program goals were identified:

* Introduce students to the wide range of careers present throughout the library
* Strengthen partnerships with local high schools, colleges, and universities
* Develop a premier internship program within our community
* Provide well-rounded and meaningful experiences for students in their field of study
* Develop a pipeline for potential Library employees

**Benefits**

Regardless of the student’s field of study or their placement there are many benefits to hosting interns within The Library. Internship Coordinators may observe or experience benefits beyond those listed below.

Internship Coordinator Benefits

* Enhance personal leadership skills through Library provided education and self-study
* Mentor partnership with fellow staff if desired
* Eligible for [Indiana Chamber IMPACT award](https://www.indianachamber.com/about/awards-program/#intern-of-the-year) – “Intern” and “Intern Supervisor” categories – November
* Make an impact on the professional and educational development of others by giving your time and expertise
* Demonstrate and practice leadership skills under the guidance of the Intern Program Manager, Human Resources Director, and branch/department leadership.

Branch/Department Benefits

* Focused support for special projects, programs, and activities
* Create relationships with potential future employees
* Creating community advocates for The Library

**Internship Coordinator Leadership Skills**

Internship Coordinators may already have extensive leadership experience. However, this role is an excellent opportunity to build and hone these skills. Training modules and refresher opportunities will be available through recommendations made by the Training & Development team. Emphasis will be placed on the following:

* Emotional Intelligence
* Concise communication
* Project management & Delegation
* Relationship building
* Coaching & Motivating others
* Performance & Evaluation management

**Internship Coordinator Tasks**

Intern candidates are recruited by Human Resources and the Internship Program Coordinator through many avenues: service/job fairs, website postings, social media, to name a few. Candidates will be interviewed, screened, and onboarded much like a staff member or library volunteer. The Internship Coordinator will participate in:

* Intern Interviews
* Intern onboarding
* Intern training & orientation
* Intern evaluation
* Intern Celebration & Recognition

**Internship Coordinator Time Commitment**

Selection process: Internship placements occur several months prior to the beginning of the interns designated semester. For instance, Fall semester interns are identified and placed during the previous Spring semester. The time commitment of an Internship Coordinator during the placement period is for interviews, 6-10 hours over a few weeks.

Prior to Semester Start: Once an intern has been selected, the Internship Program Coordinator and a Human Resources representative will complete the necessary screening, gather the academic requirements, obtain school MOU’s, and place equipment/network access requisitions. During this time the Internship Coordinator can begin to build a relationship with the intern by refining the project(s), answer any general questions, and setting the Intern’s work schedule. 4-6 hours over a semester’s time, should be sufficient.

Semester Activities: During the intern’s placement the Internship Coordinator will plan a weekly check-in, mid-point evaluation, and end of semester conclusion activities with the intern. The beginning of the internship will require more time and energy to ensure a successful semester. 2-4 hours a week for a 15-week semester is estimated, 30-60 hours for the 3-4 month period.

For addition information about The Library’s Internship Program, or to indicate your interest in being an Internship Coordinator, please contact internships@indypl.org.