



## **RELEASED TIME/EXTRA PAY OPPORTUNITY ANNOUNCEMENT**

### **Team Internships Faculty Coordinator**

*20% Assignment*

**Closing Date: June 18, 2026**

#### **Objectives of Assignment:**

The Team Internships Program Coordinator provides leadership and oversight for Glendale Community College's Team Internship Program (TIP), collaborating with students, faculty, and business partners to sustain and enhance the program's impact and reach.

#### **Description of Assignment (duties include but are not limited to):**

This role includes coordinating multiple program cohorts; identifying, establishing, and managing relationships with business partners; and collaborating closely with division chairs, instructional and counseling faculty, and other stakeholders to ensure program quality and consistency. Intern teams in each INT 51 cohort engage with real-world business challenges, and the coordinator plays a key role in supporting their success. The coordinator will receive 30% FTE release time during the Spring and Fall semesters, along with stipend pay during the Winter and Summer terms, to administer the Team Internship Program.

#### **Supervision Exercised and Received:**

Supervision provided by Dean of STEM

#### **Tasks and/or Activities Required:**

1. Develop and maintain program policies, procedures, and best practices
2. Establish protocols to maintain program goals and assess outcomes
3. Working with TIP Coaches (instructors and counselors) to create and update program documentation, including coaching manual and training materials
4. Develop and implement recruitment strategy prioritizing equity-minded outreach
5. Develop and maintain materials, an online presence, and presentations to recruit faculty, student interns, peer mentors, and new business partners
6. Work with Student Success Team and GCC Communications on social media recruitment campaigns
7. Prepare program reports and track metrics
8. Manage program budget, resources, and documentation
9. Identify opportunities for program growth and improvement
10. Build and maintain relationships with the local business community

11. Ensure business challenges align with program learning objectives
12. Coordinate with college's career services and industry relations offices
13. Maintain database of business partner contacts and participation history
14. Provide training and ongoing support for Faculty Coaches
15. Coordinate with Student Services Division Chair for coach assignments across program cohorts
16. Support coaches in managing and/or resolving challenging situations
17. Facilitate regular coach meetings to share best practices
18. Review and provide feedback on session facilitation
19. Coordinate with faculty to encourage qualified student applications
20. Coordinate "Priority Recruitment" window targeting PromisePlus+ program and Learning Communities students
21. Set and manage "Open Application" window and campus-wide recruitment efforts
22. Develop and apply consistent selection criteria for application review
23. Coordinate intern acceptance communications and onboarding process
24. Track recruitment metrics and outcomes
25. Establish semester schedules for multiple cohorts
26. Coordinate with any potential visiting faculty for specialized instruction
27. Coordinate with Business Partner to prepare for key class sessions
28. Oversee recruitment and selection process for Student Interns and Peer Mentors
29. Ensure consistency in program delivery across cohorts
30. Coordinate assessment and evaluation processes
31. Maintain a working relationship with academic departments and student services
32. Coordinate with dept and/or division chair(s) for course scheduling (INT 51)
33. Work with grants office to create or manage funding opportunities
34. Represent program at institutional meetings
35. Report to appropriate academic leadership

**Preferred Qualifications:**

- Current fulltime faculty or adjunct faculty member
- Strong project management skills
- Excellence in relationship building and networking
- Ability to apply Design Thinking methodology
- Demonstrated leadership abilities
- Experience managing multiple stakeholders
- Strong organizational and communication skills

**Desired Qualifications:**

- Prior experience as Faculty Coach in Team Internships Program
- Familiarity with work-based learning programs
- Experience with program development and assessment
- Background in business or industry partnerships
- Background in experiential learning programs

**Stipend and/or Released Time:**

20% release time during the fall and spring semesters. Stipend pay during the Winter and Summer.

**Term of Assignment:**

Three Years subject to an annual review by the RT/EP Committee and the availability of funding.

**Application Procedure:**

1. Interested faculty members should submit a letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.
2. A selection committee will interview the candidates for the position and make a final recommendation to Michael Ritterbrown (Vice President of Instruction).

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.  
This position is subject to availability of continued funding.*

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**Released Time/Extra Pay Assignment  
Application**

***RT/EP APPLICATION FORM***



Team Internships Faculty Coordinator

*20 % Released Time*

Closing Date: June 18, 2026

Attach Additional Sheets, If Necessary

<b>Name:</b>	
<b>Current Position at GCC:</b>	<b>GCC Telephone Extension:</b>
<b>Relevant Experience and Education:</b>	
<b>Other:</b>	
<b>References:</b>	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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