

## **LIVE-IN INTERNSHIP COORDINATOR**

**Title of Position:** Live-In Internship Coordinator (Contracted position)

**Responsibilities:**

- Serve as an adjunct instructor for the FIR 127 course each semester
- Recruitment and retention of EMCC students for the Live-In Internship
- Maintaining relationships with current host site locations
- Monitor and advise live-in students on their overall academic progress
- Evaluating and acquiring new host site locations
- Serve as student advisor and mentor for students currently enrolled in the Live-In Internship program
- Be available in an “on-call” setting at all times while internship students are in service at host locations during the school year
- Ensure that all interns have adequate supervision while operating at their respective host locations.
- Periodically check in on Live-In students’ progress by making site visit
- Provides administrative support to the Fire Science Department Chair as needed
- Facilitate the yearly Live-In draft process and maintain an active list of candidates
- Maintaining and developing documentation relating to live-in Internship
- Assist in course development in relation to the Live-In Internship Program
- Serve as a liaison with the Penobscot County Fire Chiefs’ Association and a program coordinator for the yearly Penobscot County Fire Academy.

**Minimum Qualifications:**

- Associates degree in Fire Science Technology
- Current fire department membership
- Effective communication skills
- Demonstrated experience as a direct supervisor in emergency services

**Preferred Qualification:**

- 5 or more years of direct supervisor experience in emergency services
- Currently serving as a EMCC Live-In Internship host site coordinator

**Application Procedure:** Email cover letter, resume, transcripts, and contact information for three professional references to [resumes@emcc.edu](mailto:resumes@emcc.edu). Review of applicants will begin immediately and continue until the position is filled.

**Institutional Summary:** Eastern Maine Community College offers more than 30 traditional and technical programs. The college provides customized, short term, and specialized training courses for a wide variety of businesses, organizations, and the community. We award

associates in applied science, associates in science, and associates in arts; certificates; diplomas; and awards of completion for customized, short-term programs, and trainings. The 72-acre campus is located in Bangor, just a short drive from Maine's scenic coast and mountains.

EMCC is dedicated to providing all students with a balanced education focused on problem solving, decision making, communication, social understanding, computer applications, mathematics, and science. Our technology programs include concentrated studies in both technical theory and application in the area of specialization, and all of our programs require liberal arts courses to form the foundation for lifelong learning. Our programs and student support services are designed to develop leadership skills, personal responsibility, teamwork, and appreciation of global complexity.

**Eastern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information about this commitment, please call the Affirmative Action Officer at (207) 974-4633**