



ALABAMA SCHOOL OF CYBER TECHNOLOGY AND ENGINEERING

JOB TITLE: Student Intern Supervisor

REPORTS TO: Dean of Teacher and Student Learning and President

CONTRACT LENGTH: Negotiable - PART TIME POSITION

DESCRIPTION: The Role of **Student Intern Supervisor** supports the ASCTE Field Experience Program. The intern supervisor is committed to the professional growth and development of the student intern leading toward a successful learning experience. Internships for credit entail supervision at the Agency site and by ASCTE supervisors. The ASCTE supervisor is responsible for seeking clarity regarding the growth, professional behavior and work ethic of the student intern. ASCTE student supervisors understand that stakeholder involvement is paramount in preparation for success in college and the fields of cyber and engineering.

Student Intern Supervisor Job Responsibilities:

- Ensure the internship is a meaningful learning experience for the student.
 - Provide the intern with a detailed description of requirements and responsibilities to complete the internship
 - Supervise the intern in a work environment that is conducive for the realization of the goals and objectives of the internship in order to receive credit for FE 501
 - Evaluate and provide necessary supervision, and routine feedback on performance and expectations.
 - Monitor and approve weekly hours worked toward the required number of hours for the Internship.
 - Focus on results - evidence of student learning to inform and improve practice in order to respond to individual students who need intervention or enrichment.
 - Actively participate in professional learning communities as part of the professional growth of the instruction staff.
 - Incorporate strategies that eliminate achievement gaps in traditionally underperforming student subgroups.
 - Effectively engage with learners of all levels and backgrounds.
 - Support student life programs, extracurricular clubs/activities.
 - Serve as a student advisor.
- Collaborate with industry, governmental agencies, and higher education to develop innovative curriculum.
 - Coordinates with site agencies to provide detailed information about procedures, work code, rules, and regulations of his/her work environment during the internship.
 - Focus on student learning, not merely providing an opportunity to learn but dedicated that all students will acquire the knowledge and skills necessary to meet the learning objectives.
- Communicates with the Lead Internship Supervisor about any problems encountered with the intern or internship experience.
 - Evaluate and provide written evaluation of students as directed.
 - Documents the service-learning activities of the intern, and acknowledges successful completion of the internship in writing to the Lead Internship Supervisor within one week after the internship is completed
 - Work collaboratively in interdependent teams that are mutually accountable to ensure that all students learn at high levels.
- Other duties as assigned

Qualification: Education, Experience, and Licensing Requirements:

- Minimum of a Bachelor's Degree in a related field or equivalent experience
- Meet one of the three requirements
 - Two years of experience in an industry-related field
 - Two years of experience in military or military-focus agency
 - Student supervision experience

Preferred Qualifications:

- Master's Degree or higher in a related field
- Experience working in or with STEM industry
- Passion, conviction, and the ability to inspire others

Contract to be negotiated. Performance will be evaluated by the President.