



<https://www.internshiptimes.online/job/alamance-community-college-summer-internship/>

Alamance Community College Summer Internship Employment 2024

Description

Alamance Community College is pleased to announce the Summer Internship Employment Program for individuals eager to gain hands-on experience in a dynamic educational environment. As an intern, you will play a crucial role in supporting various college functions while developing valuable skills to contribute to your professional growth.

Responsibilities

- Assist in organizing and coordinating campus events, orientations, and student activities.
- Provide support to academic departments with administrative tasks, including data entry and document preparation.
- Collaborate with faculty on research projects, curriculum development, and instructional support.
- Contribute to the planning and execution of marketing and outreach initiatives.
- Assist in student services, including advising, enrollment, and campus tours.
- Support the development and maintenance of the college's website and social media presence.
- Participate in professional development opportunities and training sessions.

Qualifications

- Currently enrolled in an undergraduate or graduate program with a focus on education, business, communications, or a related field.
- Strong academic record and a genuine interest in higher education and community college settings.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite and basic computer skills.
- Ability to work independently and collaboratively within a team.
- Detail-oriented with strong organizational and multitasking abilities.
- Passion for diversity, equity, and inclusion in an educational setting.

Experience

Previous coursework or experience in higher education, community colleges, or related fields is preferred but not required.

Skills

- Strong interpersonal skills and the ability to work with students, faculty, and staff.
- Creativity and proficiency in content creation, graphic design, or marketing.
- Adaptability and a willingness to learn in a fast-paced educational environment.
- Time management skills with the ability to meet deadlines.
- Familiarity with student services, advising, or enrollment processes is

Hiring organization

Alamance Community College

Employment Type

Intern

Duration of employment

6 Month

Industry

Education

Job Location

Graham, North Carolina, United States, 27253, Graham, North Carolina, United States

Working Hours

8

Base Salary

10

Date posted

May 14, 2024

Valid through

10.12.2025

advantageous.

Job Benefits

- Practical experience in a community college setting.
- Exposure to various aspects of college administration, events, and student services.
- Networking opportunities with professionals in the education sector.
- Mentorship from experienced faculty and staff.
- Potential for career development within the field of education.

How To Apply

Interested candidates should submit their resume, cover letter, and academic transcripts. Please include "Alamance Community College Summer Internship Application" in the subject line. .

Alamance Community College is an equal opportunity employer. We encourage candidates from all backgrounds to apply. Only shortlisted candidates will be contacted for interviews.