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Arapahoe Community College Summer Internship Students 2024

Description

Arapahoe Community College is thrilled to offer exciting summer internship opportunities for students in 2024. This program aims to provide a dynamic and enriching experience for students to apply their skills in a higher education setting.

Responsibilities

- Collaborate with various departments to support ongoing projects and initiatives.
- Assist in planning and executing summer programs and events.
- Provide administrative support to enhance the efficiency of departmental operations.
- Engage with faculty, staff, and students to contribute to a positive campus environment.
- Assist in research, data collection, and analysis for departmental needs.
- Contribute innovative ideas to improve and streamline processes within the college.

Qualifications

- Currently enrolled as a student at Arapahoe Community College.
- Pursuing a degree in a relevant field (e.g., Business, Education, Communications).
- Strong academic standing with a minimum GPA of 3.0.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and collaboratively within a team.

Experience

No prior work experience is required, but previous involvement in campus organizations, clubs, or volunteer activities is advantageous.

Skills

- Time management and organizational skills.
- Strong written and verbal communication abilities.
- Attention to detail and accuracy in tasks.
- Adaptability and willingness to learn.
- Problem-solving and critical-thinking skills.

Job Benefits

- Hands-on experience in a higher education environment.
- Networking opportunities with faculty, staff, and fellow students.
- Exposure to various aspects of campus operations and administration.
- Professional development and skill enhancement.
- Flexible work hours to accommodate academic schedules.

Hiring organization

Arapahoe Community College

Employment Type

Intern

Industry

Education

Job Location

Castle Rock, Colorado, United States, 80104, Castle Rock, Colorado, United States

Working Hours

8

Base Salary

10

Date posted

May 27, 2024

Valid through

10.12.2025

How To Apply

Interested candidates should submit a resume and cover letter outlining their interest in the Arapahoe Community College Summer Internship 2024. Please use "ACC Summer Internship 2024 Application" as the subject line.