



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

Butler Community College internship Graduate Program 2024

Description

Butler Community College is excited to announce the Graduate Internship Program for 2024, providing graduate students with an opportunity to gain practical experience in a dynamic educational environment. This program is designed to offer hands-on learning, mentorship, and exposure to various aspects of academic administration and student services.

Responsibilities

- Collaborate with faculty and staff on academic and administrative projects.
- Contribute to the planning and execution of events and programs.
- Assist in research, data analysis, and reporting activities.
- Engage in student support services, advising, and career development initiatives.
- Attend and actively participate in relevant meetings and professional development sessions.
- Execute tasks and responsibilities as directed by the assigned supervisor.

Qualifications

- Enrollment in a graduate program at Butler Community College or a related field.
- Strong academic record and a commitment to higher education.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively.
- Demonstrated organizational and problem-solving abilities.
- Passion for contributing to the educational experience of students.

Experience

- Previous experience in student affairs, academic advising, or related areas is a plus.
- Familiarity with higher education policies and procedures.

Skills

- Proficient in Microsoft Office suite (Word, Excel, PowerPoint).
- Strong organizational and time-management skills.
- Adaptability to a diverse and evolving educational environment.
- Excellent interpersonal and teamwork skills.
- Attention to detail and accuracy in work.

Job Benefits

- Exposure to the multifaceted aspects of higher education.
- Mentorship and guidance from experienced professionals.
- Networking opportunities within the academic community.

Hiring organization

Butler Community College

Employment Type

Intern

Duration of employment

6 Month

Industry

Education

Job Location

El Dorado, Kansas, United States, 67042, El Dorado, Kansas, United States

Working Hours

8

Base Salary

10

Date posted

November 4, 2024

Valid through

10.12.2025

- Potential for continued professional development.
- Competitive internship stipend.

How to Apply

Interested candidates should submit their resume, cover letter, and a copy of their current academic transcript. Please use the subject line "Butler CC Graduate Internship Application." Shortlisted candidates will be contacted for interviews.

Butler Community College is an equal opportunity employer. We encourage applications from individuals of all backgrounds and experiences.