



<https://www.internshiptimes.online/job/governors-state-university/>

## Governors State University Internship Application 2024

### Description

Governors State University is excited to announce internship opportunities for the year 2024. This internship program offers students a chance to gain hands-on experience in a dynamic educational environment, contributing to their professional development and preparing them for future career opportunities.

### Responsibilities

- Assist in the planning and execution of university events and programs.
- Support various administrative tasks within departments such as marketing, admissions, or student affairs.
- Collaborate with university staff on special projects and initiatives.
- Provide excellent customer service to students, faculty, and visitors.
- Conduct research and prepare reports as needed.
- Attend departmental meetings and training sessions.

### Qualifications

- Currently enrolled in a college or university program.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal abilities.
- Proficient in Microsoft Office Suite and other relevant software.
- Demonstrated interest in higher education and university operations.

### Experience

Previous experience in a similar role or participation in relevant extracurricular activities is a plus but not required.

### Skills

- Communication: Clear and effective verbal and written communication skills.
- Teamwork: Ability to work collaboratively with diverse teams.
- Time Management: Strong organizational skills and the ability to manage multiple tasks.
- Adaptability: Flexibility to adjust to changing priorities and responsibilities.
- Initiative: Proactive approach to problem-solving and task completion.

### Job Benefits

- Practical experience in a higher education setting.
- Networking opportunities with university professionals.
- Exposure to various aspects of university administration.
- Mentorship and guidance from experienced professionals.
- Potential for academic credit (if applicable).

### How To Apply

### Hiring organization

Governors State University

### Employment Type

Intern

### Duration of employment

6 Month

### Industry

Education

### Job Location

Chicago, Illinois, United States, 60601, Chicago, Illinois, United States

### Working Hours

8

### Base Salary

10

### Date posted

November 8, 2024

### Valid through

10.12.2025

Interested candidates should submit a resume, cover letter, and a brief statement of interest. Please specify "GSU Internship Application" in the subject line. Successful applicants will be contacted for interviews.