



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

Nassau Community College Internship Employment 2024

Description

Nassau Community College is seeking a highly organized and motivated individual to join our administrative team as an Administrative Assistant. This position plays a crucial role in supporting the efficient operation of various administrative functions within the college.

Responsibilities

- Provide administrative support to department heads and faculty members.
- Manage and organize departmental files, documents, and records.
- Coordinate and schedule meetings, appointments, and events.
- Respond to inquiries from students, faculty, and external stakeholders.
- Assist in the preparation of reports, presentations, and correspondence.
- Handle incoming calls, emails, and messages in a professional manner.
- Collaborate with other administrative staff to ensure smooth operations.

Qualifications

- High school diploma or equivalent; associate degree preferred.
- Proven experience in administrative roles or related fields.
- Strong proficiency in MS Office Suite (Word, Excel, PowerPoint).
- Excellent organizational and multitasking skills.
- Effective communication and interpersonal abilities.
- Attention to detail and accuracy in completing tasks.

Experience

- Minimum of 2 years of relevant administrative experience.
- Experience in an educational institution is a plus.

Skills

- Proficient in office software and technology.
- Strong written and verbal communication skills.
- Ability to work independently and as part of a team.
- Time management and prioritization skills.
- Adaptability and flexibility in a dynamic work environment.

Job Benefits

- Competitive salary commensurate with experience.
- Health, dental, and vision insurance options.
- Retirement savings plans.
- Professional development opportunities.
- Generous paid time off.

Hiring organization

Nassau Community College

Employment Type

Intern

Duration of employment

6 Month

Industry

Education

Job Location

Garden City, New York, United States, 11501, Garden City, New York, United States

Working Hours

8

Base Salary

10

Date posted

May 10, 2024

Valid through

10.12.2025

How To Apply

Interested candidates should submit a resume and cover letter outlining their qualifications and experience. Please include "NCC Admin Assistant Application – 2024" in the subject line.