



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

Shoreline Community College Internship Opportunities 2024

Description

Shoreline Community College invites enthusiastic individuals to apply for internship opportunities in various departments. As an intern, you will be an integral part of our vibrant campus community, gaining valuable experience in higher education while contributing to the success of our students and the college.

Responsibilities

- Assist in organizing and coordinating campus events, workshops, and student activities.
- Support academic departments with administrative tasks, including data entry and document preparation.
- Collaborate with faculty on research projects and curriculum development.
- Provide assistance in student services, including advising, enrollment, and outreach initiatives.
- Contribute to marketing and communication efforts through social media, content creation, and graphic design.
- Assist in maintaining and updating the college's website and other digital platforms.
- Participate in meetings and workshops to enhance knowledge of higher education administration.

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 passion for contributing to the higher education community.
- 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.
- Demonstrated commitment to diversity, equity, and inclusion in an educational setting.

Experience

Previous coursework or experience in higher education, student affairs, or a related field 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 dynamic educational environment.
- Time management skills with the ability to meet deadlines.

Hiring organization

Shoreline Community College

Employment Type

Intern

Duration of employment

6 Month

Industry

Education

Job Location

Shoreline, Washington State, United States, 98133, Shoreline, Washington State, United States

Working Hours

8

Base Salary

10

Date posted

May 18, 2024

Valid through

10.12.2025

- Familiarity with student services, advising, or enrollment processes is beneficial.

Job Benefits

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

How To Apply

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

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