Tacoma Community College Internship Program 2024

Description

Tacoma Community College is excited to announce Internship Opportunities for 2024, providing students with a chance to apply their classroom learning in a real-world setting. Join our dynamic community and gain hands-on experience while contributing to meaningful projects and initiatives.

Responsibilities

- Collaborate with departmental teams to support daily operations.
- Assist in research, data collection, and analysis.
- Contribute to the planning and execution of college events and programs.
- Provide administrative support, including document preparation and filing.
- Engage in community outreach and promotional activities.
- Attend meetings, workshops, and training sessions as required.

Qualifications

- Currently enrolled as a student at Tacoma Community College.
- Pursuing an associate degree or certificate in a relevant field.
- Good academic standing.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Enthusiastic and eager to learn.

Experience

- Previous internship experience or involvement in campus activities is a plus but not mandatory.
- Familiarity with college operations and student services is advantageous.

Skills

- Proficiency in basic computer skills and Microsoft Office Suite.
- Strong organizational and time management abilities.
- Detail-oriented with a focus on accuracy.
- Willingness to take initiative and contribute ideas.
- Adaptability and openness to learning new skills.

Job Benefits

- Practical experience in a college environment.
- Networking opportunities with faculty, staff, and fellow students.
- Exposure to diverse projects and initiatives.
- Mentorship from experienced professionals.
- Certificate of completion at the end of the internship.

Hiring organization
Tacoma Community College

Employment Type
Intern

Duration of employment
6 Month

Industry
Education

Working Hours
8

Base Salary
10

Date posted
May 13, 2024

Valid through
10.12.2025

How To Apply

To apply for the Tacoma Community College Internship Program 2024, please submit your resume, cover letter, and a brief statement of interest. In your cover letter, highlight your relevant skills, your motivation for applying, and how the internship aligns with your academic and career goals. Shortlisted candidates will be contacted for interviews.

Embark on a rewarding internship experience at Tacoma Community College and enhance your academic journey with practical skills and campus involvement. We look forward to reviewing your applications!