

<https://www.internshipstoc.online/job/bunker-hill-community-college-internship/>

## Bunker Hill Community College Internship For Students 2024

### Description

As a Bunker Hill Community College intern, you'll be matched with a department based on your interests and qualifications. You'll work alongside dedicated staff on projects related to various areas, including:

- **Academic Affairs:** Assist with curriculum development, student support services, and educational initiatives.
- **Admissions & Outreach:** Support recruitment efforts, participate in community events, and connect with prospective students.
- **Career Services:** Assist students with career exploration, resume writing, and job search strategies.
- **Marketing & Communications:** Support website updates, social media outreach, and campus event marketing.
- **Information Technology:** Gain insight into IT operations, software development, and user support.
- **Library & Learning Resources:** Assist with research inquiries, resource management, and information literacy workshops.
- **Student Activities & Leadership:** Support student clubs and organizations, develop programming, and foster campus engagement.

### Responsibilities

- Assist with assigned projects under the guidance of experienced mentors.
- Conduct research, collect data, and prepare reports relevant to your internship area.
- Participate in meetings, trainings, and potential community events.
- Contribute to maintaining a professional and collaborative work environment.

### Qualifications

- Currently enrolled in an undergraduate program at Bunker Hill Community College.
- Minimum GPA of 2.5 required.
- Strong communication, analytical, and problem-solving skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite, with additional software skills preferred depending on the program.
- U.S. citizenship or valid work authorization required (for paid internships).

### Experience

- Prior internship or relevant work experience preferred, but not required.
- Experience in your field of study or a related field is a plus.
- Strong academic performance demonstrates your ability to excel in the internship.

### Hiring organization

Bunker Hill Community College

### Employment Type

Intern

### Duration of employment

6 Months

### Industry

Higher Educatuion

### Job Location

Boston, Massachusetts, United States, 02108, Boston, Massachusetts, United States

### Working Hours

8

### Base Salary

10

### Date posted

February 12, 2024

### Valid through

25.02.2027

## **Skills**

- Excellent written and verbal communication skills.
- Ability to manage time effectively and meet deadlines.
- Strong research and data analysis skills (where applicable).
- Teamwork and collaboration skills.
- Adaptability and willingness to learn new technologies and processes.

## **Job Benefits**

- Gain valuable hands-on experience in a professional setting.
- Network with industry professionals and faculty mentors.
- Build your resume and enhance your future job prospects.
- Earn academic credit (for some internship opportunities).
- Develop valuable professional skills and gain confidence.
- Contribute to the mission of Bunker Hill Community College and make a positive impact on your peers and community.

## **Contacts**

- Browse internship opportunities by department and program area of interest.
- Complete the online application form and submit your resume, cover letter, and transcripts (if required).
- Application deadlines vary by program, so check specific postings for details.
- Internship opportunities vary in duration and focus throughout the year.
- Paid and unpaid internships are available.
- We encourage applications from diverse students with varied backgrounds and experiences.
- Bunker Hill Community College is an equal opportunity employer.