



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

Butler Community College Internship Apply Online 2026

Description

Butler Community College is seeking enthusiastic and motivated individuals for internship opportunities across various departments. Interns will gain valuable hands-on experience in a professional setting, working alongside experienced staff and faculty members. This program provides an excellent opportunity for students to:

- Apply classroom knowledge to real-world situations.
- Develop professional skills and gain valuable work experience.
- Network with professionals in their field of interest.
- Explore potential career paths.

Responsibilities

Assist with department-specific tasks as assigned, which may include:

Administrative support (filing, data entry, answering phones)
Research and project assistance
Event planning and coordination
Marketing and social media support
Content creation and writing

- Attend department meetings and participate in team discussions.
- Maintain a professional and positive attitude.
- Be a reliable and self-motivated individual.

Qualifications

- Currently enrolled student at Butler Community College.
- Minimum GPA of 3.0 (preferred).
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

Experience

- Prior internship or volunteer experience (preferred).
- Experience in your field of interest (a plus).

Skills

- Excellent organizational and time management skills.
- Strong attention to detail.
- Ability to learn new skills quickly.
- Problem-solving and critical thinking skills.
- Proficient in technology and social media platforms (a plus).

Job Benefits

Hiring organization

Butler Community College

Employment Type

Intern

Duration of employment

6 Months

Industry

Higher Education

Job Location

El Dorado, Kansas, United States,
67042, El Dorado, Kansas, United States

Working Hours

8

Base Salary

10

Date posted

March 4, 2026

Valid through

25.02.2027

- Gain valuable real-world work experience.
- Network with professionals in your field of interest.
- Enhance your resume and increase your job competitiveness.
- Learn and develop new skills.

How To Apply

Interested students should visit the Butler Community College Career Services Center website at <https://www.butler.edu/internships-careers/students-graduates/internships-jobs/> to:

- Learn more about available internship opportunities.
- Submit a resume and cover letter for positions of interest.