



**HOUSTON**  
COMMUNITY COLLEGE

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

## Houston Community College Internship Undergraduate 2024

### Description

Houston Community College (HCC) is delighted to offer internship opportunities for enthusiastic undergraduate students seeking valuable experience and professional development. Our internship program provides a platform for students to apply their academic knowledge in a real-world setting, preparing them for successful careers in their chosen fields.

### Responsibilities

- Collaborate with departmental teams to support various projects and initiatives.
- Assist in research, data analysis, and report generation.
- Contribute to the development and execution of programs and events.
- Attend meetings and workshops to enhance skills and knowledge.
- Complete assigned tasks and projects within specified deadlines.

### Qualifications

- Currently enrolled as an undergraduate student at Houston Community College.
- Pursuing a degree in a relevant field (specify field if applicable).
- Strong academic performance and a passion for learning.
- Excellent communication and interpersonal skills.
- Ability to work independently and in a team environment.

### Experience

No prior professional experience is required. This internship program is tailored for undergraduate students eager to gain practical exposure and skill development in their chosen field.

### Skills

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong organizational and time-management skills.
- Attention to detail and accuracy in work.
- Effective problem-solving and critical-thinking skills.
- Eagerness to learn and adapt to new challenges.

### Job Benefits

- Hands-on experience in a professional work environment.
- Mentorship and guidance from experienced professionals.
- Networking opportunities within the college and community.
- Exposure to various facets of the chosen field.
- Certificate of completion and recommendation letter available upon successful internship conclusion.

### Hiring organization

Houston Community College

### Employment Type

Intern

### Duration of employment

6 Months

### Industry

Education

### Job Location

Houston, Texas, United States,  
77002, Houston, Texas, United States

### Working Hours

8

### Base Salary

10

### Date posted

February 2, 2024

### Valid through

26.02.2027

**How To Apply**

Interested candidates should submit their resume and a cover letter detailing their interest in the internship, relevant coursework, and career goals. Please send your application with the subject line "HCC Undergraduate Internship Application 2024."

Houston Community College is an equal opportunity employer and is committed to fostering diversity and inclusion. We encourage applications from individuals of all backgrounds and identities.