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John Tyler Community College Internship For Students 2024

Description

John Tyler Community College is pleased to offer an exciting Internship for Students Program in 2024, providing students with a valuable opportunity to gain hands-on experience in a community college setting. This internship is designed to offer exposure to various aspects of higher education administration, student services, and campus life.

Responsibilities

- Collaborate with different departments to support day-to-day operations and projects.
- Assist in organizing and executing campus events, workshops, and programs.
- Provide support in student services, including advising and enrollment activities.
- Contribute to marketing and communication efforts to promote campus initiatives.
- Assist with administrative tasks, such as data entry, filing, and document preparation.
- Engage with students and staff to foster a positive campus community.
- Attend training sessions and workshops to enhance professional development.

Qualifications

- Strong academic record with a minimum GPA of 3.0.
- Excellent communication and interpersonal skills.
- Detail-oriented with strong organizational abilities.
- Ability to work independently and collaboratively within a team.
- Demonstrated interest in higher education and community college environments.

Experience

- Previous experience in a similar role or within an educational setting is preferred but not required.
- Familiarity with student services or administrative functions is advantageous.

Skills

- Proficient in written and verbal communication.
- Strong organizational and multitasking abilities.
- Adaptability and a willingness to learn.
- Team player with a positive and proactive attitude.
- Basic computer skills, including familiarity with Microsoft Office Suite.

Hiring organization

John Tyler Community College

Employment Type

Intern

Duration of employment

6 Months

Industry

Higher Education

Job Location

Chester, Virginia, United States, 23836, Chester, Virginia, United States

Working Hours

8

Base Salary

10

Date posted

February 13, 2024

Valid through

25.02.2027

Job Benefits

- Gain practical experience in a reputable community college setting.
- Networking opportunities with faculty, staff, and industry professionals.
- Exposure to various aspects of higher education administration.

How To Apply

Interested candidates should submit a resume, cover letter, and academic transcript to apinney@jtcc.edu. Please include "John Tyler Community College Internship Application 2024" in the subject line. Shortlisted candidates will be contacted for interviews.