



<https://www.internshipstoc.online/job/miami-dade-college-internship/>

## Miami Dade College Internship For Undergraduate 2024

### Description

Miami Dade College is offering exciting internship opportunities for undergraduate students in 2024. This program provides a platform for students to gain practical experience, enhance their skills, and contribute to the vibrant community at MDC. Join us and be a part of an institution dedicated to fostering educational excellence and community engagement.

### Responsibilities

- Collaborate with department teams to support various projects and initiatives.
- Assist in organizing and executing college events, workshops, and activities.
- Contribute to administrative tasks and daily operations within the assigned department.
- Conduct research, analysis, and data collection as needed.
- Engage in networking opportunities with MDC staff and faculty.

### Qualifications

- Currently enrolled as a full-time undergraduate student at Miami Dade College.
- Pursuing a degree in a relevant field.
- Strong academic standing with a minimum GPA of 3.0.
- Excellent communication and interpersonal skills.

### Experience

- Previous experience in a related field or through coursework is a plus.
- Familiarity with college policies, procedures, and campus resources is advantageous.

### Skills

- Proficient in Microsoft Office suite (Word, Excel, PowerPoint).
- Strong organizational and time management skills.
- Ability to work collaboratively in a team environment.
- Adaptability and a positive, proactive attitude.

### Job Benefits

- Gain hands-on experience in a diverse and dynamic educational environment.
- Networking opportunities with professionals in various departments.
- Exposure to real-world projects and challenges.
- Develop and enhance skills crucial for future career success.
- Potential for academic credit, depending on departmental policies.

### Hiring organization

Miami Dade College

### Employment Type

Intern

### Duration of employment

6 Months

### Industry

Higher Education

### Job Location

Miami, Florida, United States,  
33130, Miami, Florida, United States

### Working Hours

8

### Base Salary

10

### Date posted

February 20, 2024

### Valid through

26.02.2027

**How To Apply**

Interested candidates should submit a resume, cover letter, and a copy of their latest academic transcript to <https://www.mdc.edu/mdcworks/career-resources/internships.aspx>. Please include "MDC Internship Application – 2024" in the subject line. Shortlisted candidates will be contacted for interviews.

Miami Dade College is an equal opportunity employer and encourages candidates of all backgrounds to apply.