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Alamance Community College Internship Opportunities 2025 In US

Description

Alamance Community College is offering exciting internship opportunities for students in 2025. These internships are designed to provide hands-on experience in various departments, giving interns a chance to apply their academic knowledge, gain practical skills, and contribute to the college's mission of promoting educational excellence. Interns will work closely with professionals in their chosen field, learning valuable skills that will help them in their future careers.

Responsibilities

- Assist with daily operations in designated department(s)
- Collaborate on projects, research, and administrative tasks
- Participate in meetings, workshops, and training sessions
- Perform tasks such as data entry, filing, and report generation
- Contribute to event planning and outreach activities
- Support faculty and staff with academic and student-related initiatives
- Provide customer service to students and the community when needed
- Complete assignments in a timely manner while maintaining high attention to detail
- Participate in departmental or college-wide activities, as appropriate
- Other duties as assigned by the department supervisor

Qualifications

- Must be currently enrolled in a college or university program
- Pursuing a degree in a relevant field (e.g., Business, Education, IT, Healthcare, Communications, etc.)
- Must have a strong academic record and be in good standing at their institution
- Must be eligible for internship credit as per the academic program requirements

Experience

- No prior work experience is required, though any related coursework or volunteer work will be beneficial
- Previous involvement in extracurricular activities, student organizations, or volunteer work is a plus

Skills

- Strong communication skills (both written and verbal)
- Ability to work independently and as part of a team
- Excellent organizational and time management abilities
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software
- Ability to handle multiple tasks and prioritize effectively

Hiring organization

Alamance Community College Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Higher Education

Job Location

Graham, North Carolina, United States,, 27253,, Graham,, North Carolina,, United States

Working Hours

8

Base Salary

10

Date posted

December 8, 2024

Valid through

24.12.2026

- Attention to detail and commitment to high-quality work
- Ability to maintain confidentiality and adhere to professional standards
- Strong interpersonal skills with the ability to interact with diverse groups of people

Job Benefits

- Gain valuable real-world experience in a professional setting
- Opportunity to network with professionals and mentors in the field
- Access to career development workshops and resources
- Potential for future employment opportunities at Alamance Community College
- Flexible work hours based on academic schedule
- College credit may be awarded (based on individual institution requirements)
- Certificate of completion upon successful internship

How To Apply

Interested candidates should submit the following application materials:

1. A current resume
2. A cover letter detailing your interest in the internship and how it aligns with your academic goals
3. A copy of your unofficial transcript

[Job Vacancies Portal Here:](#)