



<https://www.futureintern.online/job/arapahoe-community-college-internship/>

## Arapahoe Community College Internship For Students 2025

### Description

The Arapahoe Community College Internship for Students provides a valuable opportunity for current students to gain hands-on experience in their field of study while contributing to the growth and success of the college. Interns will work under the supervision of experienced professionals, developing skills that will be beneficial for their academic and career progression. This internship is designed to give students insight into a variety of areas within the college, including administration, student services, academic support, and more.

### Responsibilities

- Assist faculty and staff with daily operational tasks and special projects.
- Support event planning and coordination for college programs and activities.
- Help with research, data analysis, and report preparation as needed.
- Participate in meetings, taking notes, and contributing ideas.
- Provide support for outreach initiatives, including social media and marketing campaigns.
- Assist in organizing materials and resources for student services.
- Offer assistance in student recruitment, orientation programs, and other academic support activities.
- Perform general administrative duties such as filing, scheduling, and record-keeping.
- Complete tasks within specified deadlines, ensuring high-quality standards.
- Engage with students, faculty, and staff to ensure a smooth and productive work environment.

### Qualifications

- Current enrollment as a student at Arapahoe Community College or another accredited institution.
- Must have completed at least one semester of study in a relevant field (e.g., Business, Education, Communications, Technology, Social Services, etc.).
- Students in any discipline may apply if they are seeking relevant work experience.

### Experience

- No prior professional experience is required, but any prior volunteer or internship experience is a plus.
- Previous involvement in campus activities or student organizations is desirable.

### Skills

- Strong communication skills (verbal and written).
- Ability to work both independently and as part of a team.
- Strong organizational skills and attention to detail.

### Hiring organization

Arapahoe Community College  
Internship

### Employment Type

Intern

### Duration of employment

6 Months

### Industry

Higher Education

### Job Location

Littleton, Colorado, United State,  
80120,, Littleton,, Colorado,, United  
State

### Working Hours

8

### Base Salary

10

### Date posted

December 10, 2024

### Valid through

10.12.2026

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to manage multiple tasks and priorities effectively.
- A positive attitude, strong work ethic, and willingness to learn.

### **Job Benefits**

- Practical, hands-on experience that directly supports your field of study.
- Mentorship and networking opportunities with college staff and professionals.
- Flexible work schedule to accommodate academic commitments.
- Potential for future career opportunities or recommendations.
- College credit for internship completion (subject to college approval).
- A stipend or hourly wage (if applicable).
- Experience working in a higher education environment.

### **How To Apply**

Interested candidates should submit the following materials:

1. A current resume.
2. A cover letter detailing your interest in the internship, relevant skills, and how this opportunity aligns with your career goals.
3. Two references academic or professional.
4. A completed internship application form available on the Arapahoe Community College website or internship office.

[Job Vacancies Portal Here:](#)