



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

Austin Community College Internship Current Opportunities 2025

Description

Austin Community College (ACC) offers a variety of internship opportunities for motivated students and emerging professionals to gain hands-on experience, develop new skills, and explore careers in higher education, administration, technology, teaching, and student services. Interns will collaborate with seasoned professionals while gaining valuable insights into the day-to-day operations of a large educational institution. This program provides an opportunity for growth, networking, and professional development in an innovative and inclusive environment.

Responsibilities

Interns will assist with tasks and projects across various departments within the College. Specific duties may include, but are not limited to:

- Assisting with the development, coordination, and execution of departmental programs and events.
- Conducting research, data collection, and analysis for ongoing projects.
- Supporting faculty and staff with administrative tasks, including scheduling, communication, and document preparation.
- Assisting with social media management, marketing, and outreach efforts.
- Participating in meetings, brainstorming sessions, and strategy planning.
- Gaining exposure to educational technologies and supporting the use of digital tools.
- Collaborating with other departments and teams on cross-functional projects.
- Attending training and development sessions to enhance personal and professional growth.

Qualifications

- Currently enrolled as a student in a degree program (undergraduate or graduate level) at Austin Community College or another accredited institution.
- Must be at least 18 years of age.
- Must be able to commit to the internship schedule as determined by the department (usually 10-20 hours per week, flexible hours).
- Good standing with the college, with no significant disciplinary actions or academic standing issues.

Experience

- Prior internship experience is a plus but not required.
- Experience working in educational settings, administrative environments, or with technology-related tasks is an advantage.

Skills

Hiring organization

Austin Community College
Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Higher Education

Job Location

Austin, Texas, United States,
78746,, Austin,, Texas,, United
States

Working Hours

8

Base Salary

10

Date posted

December 9, 2024

Valid through

10.12.2026

- Strong communication skills (both written and verbal).
- Excellent organizational and time-management abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
- Basic familiarity with social media platforms (Facebook, Twitter, LinkedIn, etc.).
- Ability to work both independently and as part of a team.
- Strong attention to detail and problem-solving skills.
- A proactive and adaptable attitude in a fast-paced work environment.

Job Benefits

- **Professional Development:** Gain valuable hands-on experience in a variety of fields including education, administration, and technology.
- **Networking:** Build connections with faculty, staff, and other interns at a large educational institution.
- **Learning Opportunities:** Participate in workshops, training sessions, and seminars to enhance personal and professional growth.
- **College Credit:** Some internships may qualify for college credit (check with your department for eligibility).
- **Stipend or Compensation:** Compensation may vary depending on the internship, with both paid and unpaid opportunities available.
- **Flexible Schedule:** Interns can often arrange flexible working hours to accommodate academic commitments.

How To Apply

- **Review Available Internships:** Visit the Austin Community College Internship Program webpage for a list of available opportunities in 2025.
- **Prepare Application Materials:**
 - Current resume.
 - Cover letter detailing your interest in the internship and any relevant skills or experiences.
 - A transcript
 - Any other specific documents requested for the internship position.
- **Submit Your Application:** Submit your application through the ACC online portal or directly to the department as specified in the internship listing.

[Job Vacancies Portal Here:](#)