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Clovis Community College Internship Graduate Students 2025

Description

Clovis Community College is offering internship opportunities for graduate students in 2025. These internships are designed to provide hands-on experience in various departments of the college. Interns will have the opportunity to contribute to meaningful projects while gaining valuable industry-specific skills and knowledge that will enhance their career prospects. This position is ideal for graduate students seeking real-world experience to complement their academic studies and further their professional development.

Responsibilities

- Assist in research projects, data collection, and analysis in alignment with academic and departmental goals.
- Participate in program development, design, and implementation under the guidance of faculty or department supervisors.
- Support the day-to-day operations of the assigned department, performing administrative tasks and clerical duties as required.
- Contribute to the preparation of reports, presentations, and other documentation for academic and administrative purposes.
- Collaborate with faculty, staff, and other students on team projects, workshops, or initiatives.
- Provide support in event planning and execution, such as workshops, student orientations, or academic conferences.
- Assist in outreach programs, marketing, and communication efforts within the college community.
- Attend relevant department meetings and participate in professional development opportunities.
- Perform other duties as assigned by the internship supervisor

Qualifications

- Currently enrolled in a graduate program or recently graduated (within the last 6 months) from an accredited university.
- Must be pursuing a degree related to the specific internship role (e.g., Education, Business, IT, Communications, etc.).
- Strong academic performance and passion for learning.
- Ability to work independently and as part of a team.
- Excellent verbal and written communication skills.
- Strong attention to detail and organizational abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, etc.) and familiarity with industry-specific tools/software is preferred.

Experience

- Previous internships or related experience in an academic or professional environment are a plus but not required.
- Experience in research, project management, or administration is beneficial.

Hiring organization

Clovis Community College Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Higher Education

Job Location

Fresno, California, United States, 93727,, Fresno,, California,, United States

Working Hours

8

Base Salary

10

Date posted

December 5, 2024

Valid through

17.12.2026

depending on the department.

- Any teaching, mentoring, or leadership experience may be advantageous for certain roles.

Skills

- Strong analytical and problem-solving abilities.
- Excellent written and verbal communication skills, including the ability to draft clear, professional reports.
- Proficiency with various software tools (Microsoft Office, Google Workspace, etc.).
- Ability to manage multiple tasks and meet deadlines.
- Collaborative team player with a positive attitude.
- Ability to adapt to new technologies and environments.

Job Benefits

- **Professional Development:** Exposure to real-world projects, mentorship from experienced faculty and staff, and opportunities to attend seminars and workshops.
- **Networking:** Gain connections with professionals, faculty, and students within the academic and administrative spheres.
- **Stipend:** A stipend may be provided depending on the department and internship terms.
- **Academic Credit:** Internships may be eligible for academic credit, subject to approval from the student's academic advisor.
- **Flexible Schedule:** Internship hours can be adjusted to accommodate academic commitments.
- **Potential for Future Employment:** Exceptional interns may be considered for future full-time roles with Clovis Community College.

How To Apply

Interested graduate students should submit the following application materials:

1. **Resume/Curriculum Vitae (CV):** Highlighting academic achievements, work experience, and any relevant skills.
2. **Cover Letter:** Detailing your interest in the internship and how it aligns with your career goals and academic pursuits.
3. **Reference Letters:** Two academic or professional references.
4. **Transcripts:** Unofficial transcripts from your current or most recent institution.

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