

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

## Columbus State Community College Internship Program 2025

### Description

The Columbus State Community College Internship Program provides students with the opportunity to gain hands-on experience in their field of study while contributing to the college's mission of student success and community engagement. This program offers students the chance to develop professional skills, apply classroom knowledge in real-world settings, and build their resumes in an inclusive and supportive learning environment.

### Responsibilities

Interns will work closely with department staff and faculty to support various ongoing projects and initiatives. Key responsibilities may include:

- Assisting with the development, coordination, and execution of college events, workshops, or programs.
- Conducting research, data analysis, and preparing reports for ongoing departmental projects.
- Supporting faculty and staff with administrative tasks such as scheduling meetings, preparing documents, and maintaining records.
- Managing and updating content on the college's website and social media platforms.
- Engaging in community outreach and assisting in marketing or communications efforts.
- Participating in team meetings and contributing ideas during brainstorming sessions.
- Assisting with student engagement activities, helping to create a welcoming campus environment.
- Learning and applying relevant software tools or systems used in your internship department.
- Participating in professional development opportunities to enhance personal and career growth.

### Qualifications

- Currently enrolled as a student in an accredited college or university, with a focus on a relevant area of study (e.g., Business, Technology, Education, Health Sciences, Arts, etc.).
- Must be at least 18 years old.
- Availability to work a minimum of 10-20 hours per week, with flexible hours to accommodate academic commitments.
- Strong academic standing and good standing with the college.

### Experience

- Previous internship or volunteer experience is a plus, but not required.
- Experience in a student leadership role, involvement in campus organizations, or previous work experience will be considered an asset.
- No prior experience required in the field of the internship, but an interest in

### Hiring organization

Columbus State Community College  
Internship

### Employment Type

Intern

### Duration of employment

6 Months

### Industry

Higher Education

### Job Location

Columbus, Ohio, United States,,  
43140, Columbus, Ohio, United  
States,

### Working Hours

8

### Base Salary

10

### Date posted

December 9, 2024

### Valid through

11.12.2026

the chosen department is essential.

## Skills

- Strong written and verbal communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
- Basic knowledge of social media platforms and digital communication tools.
- Ability to work independently and collaboratively within a team.
- Excellent organizational and time-management skills.
- Strong attention to detail with the ability to handle multiple tasks simultaneously.
- Problem-solving ability with a proactive and adaptable attitude.
- A willingness to learn and grow in a professional environment.

## Job Benefits

- **Professional Experience:** Gain hands-on experience in a professional work environment and enhance your resume.
- **Networking Opportunities:** Build relationships with faculty, staff, and other interns, which could lead to mentorship or future job opportunities.
- **Learning and Development:** Participate in workshops and training sessions to expand your skills and knowledge.
- **College Credit:** Some internships may be eligible for academic credit, depending on your program's requirements.
- **Stipend/Compensation:** Some internships may offer a stipend or hourly pay. Unpaid opportunities may also be available.
- **Flexible Scheduling:** Internship hours can often be adjusted to accommodate academic schedules.
- **Exposure to Career Pathways:** Interns will have the chance to explore various career paths within higher education, business, technology, health care, and more.

## How To Apply

- **Review Internship Listings:** Visit the Columbus State Community College Internship Program website to view available internship opportunities for Spring 2025.
- **Prepare Your Application Materials:**
  - A current resume.
  - A cover letter expressing your interest in the internship, why you are a good fit for the role, and what you hope to learn.
  - An unofficial or official transcript, if required.
  - Any additional documents or portfolio items requested for specific positions.
- **Submit Your Application:** Apply through the Columbus State Community College internship application portal or directly to the department contact as per the internship listing.

[Job Vacancies Portal Here:](#)