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Community College In Alabama Internship Program 2025 Apply Now

Description

The Community College Internship Program 2025 is an exciting opportunity for motivated individuals to gain valuable work experience, enhance their academic learning, and develop career skills within a dynamic environment. Interns will be provided with hands-on exposure to a variety of administrative, operational, and educational functions within community colleges in Alabama. This internship is designed to support the development of future leaders in education, administration, and community engagement.

Responsibilities

As an intern in the program, you will be involved in the following activities:

- Assisting with day-to-day administrative tasks, including data entry, filing, and correspondence.
- Supporting faculty and staff with classroom preparation, student interactions, and event coordination.
- Participating in the development and implementation of community outreach programs.
- Conducting research and preparing reports on current educational trends and practices.
- Helping to organize and manage campus events and workshops for students.
- Engaging with students and faculty to gather feedback on programs and services.
- Attending and contributing to meetings, providing insights on various projects and activities.
- Providing general support for the college's outreach and recruitment efforts.

Qualifications

- Current enrollment in a Community College or University program in Alabama.
- Enrollment in a relevant field of study (e.g., education, administration, communications, or a related field).
- Strong interest in higher education and community engagement.
- Ability to work independently and as part of a team.
- Excellent time management and organizational skills.

Experience

- No previous professional work experience required. However, any volunteer work or involvement in student organizations is a plus.
- Familiarity with office software (Microsoft Office Suite, Google Workspace) is preferred.

Skills

Hiring organization

Community College In Alabama Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Education Administration Programs

Job Location

Montgomery, AL, United States, 36117,, Montgomery,, AL,, United States,

Working Hours

8

Base Salary

10

Date posted

December 22, 2024

Valid through

23.12.2026

- Strong communication skills, both written and verbal.
- Detail-oriented with strong organizational skills.
- Ability to handle multiple tasks simultaneously.
- Proficiency in basic computer applications and social media platforms.
- Ability to work collaboratively with diverse teams.
- A proactive attitude and eagerness to learn.

Job Benefits

- Paid internship with a competitive stipend.
- Valuable hands-on experience in a community college environment.
- Networking opportunities with educational leaders and industry professionals.
- Professional development workshops and training sessions.
- Potential for full-time employment post-graduation, based on performance.
- Flexible work hours to accommodate academic schedules.

How To Apply

To apply for the Community College Internship Program 2025, please follow these steps:

1. Submit your updated resume and a cover letter outlining your interest in the program and your relevant qualifications.
2. Include a copy of your current college transcript (unofficial copies are acceptable).
3. Provide contact information for two references (faculty members or employers).
4. Complete the online application form available on the Community College Internship Program page.

[Job Vacancies Portal Here:](#)