



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

## Front Range Community College Internship Graduate 2025

### Description

The Front Range Community College Graduate Internship Program provides recent graduates with hands-on experience in higher education administration, student services, and academic support. This internship is designed for individuals seeking to launch a career in education, student affairs, or administrative services in a college setting. Interns will gain valuable experience by working with college staff on impactful projects and initiatives that support student success.

### Responsibilities

- Assist with the coordination of student services, such as advising, tutoring, career counseling, and academic workshops.
- Support the planning and execution of campus events, orientations, and community engagement activities.
- Conduct research and analysis to improve student retention, engagement, and success.
- Provide administrative support, including data entry, reporting, and document preparation.
- Collaborate with staff in departments like Academic Affairs, Student Life, and Financial Aid to support institutional projects.
- Prepare and present findings, recommendations, or reports to college staff and administration.

### Qualifications

- Recent graduate (within the last year) with a degree in Education, Psychology, Sociology, Public Administration, or a related field.
- Demonstrated interest in higher education or student affairs.
- Minimum GPA of 3.0 or higher during undergraduate studies.

### Experience

- Previous experience in a college setting, such as through student organizations, volunteer work, or part-time employment, is a plus.
- Relevant academic projects or internships in education, counseling, or administrative support.

### Skills

- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent organizational skills and attention to detail.
- Ability to work effectively both independently and as part of a team.
- Research and analytical skills with the ability to interpret data.
- Commitment to supporting a diverse and inclusive college environment.

### Job Benefits

### Hiring organization

Front Range Community College

### Employment Type

Intern

### Duration of employment

6 Months

### Job Location

Front Range, Colorado, United States,, 80001,, Front Range,, Colorado,, United States,

### Working Hours

8

### Base Salary

10

### Date posted

November 6, 2024

### Valid through

24.11.2026

- Competitive stipend or hourly compensation.
- Professional development workshops and mentorship from college professionals.
- Networking opportunities with college administration and staff.
- Experience in a supportive educational environment with potential pathways to full-time employment.
- Exposure to diverse aspects of college administration and student support services.

### **How To Apply**

Interested candidates should submit an application via the Front Range Community College Careers Portal. Required documents include:

- A current resume.
- A cover letter detailing your interest in the internship and any relevant experience or skills.
- An unofficial transcript or proof of graduation.

[Job Vacancies Portal Here:](#)