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Governors State University Internship Experience Employment 2025 Hiring

Description

Governors State University (GSU) is offering an exciting internship opportunity for students and recent graduates to gain professional experience, develop skills, and contribute to meaningful projects. The Internship Experience Employment 2025 program is designed to provide hands-on exposure to various departments across the university, allowing interns to develop expertise in their field while supporting the university's mission. Interns will engage in real-world challenges, build professional connections, and gain valuable insight into the operations of a leading educational institution.

Responsibilities

- **Support departmental operations:** Assist in the day-to-day operations of assigned departments, contributing to various projects and tasks as needed.
- **Research and analysis:** Conduct research, compile data, and analyze information relevant to ongoing projects, programs, and initiatives.
- **Event coordination:** Help organize and manage university events, including workshops, seminars, and student engagement activities.
- **Administrative support:** Provide administrative assistance, including preparing reports, drafting communications, scheduling meetings, and maintaining records.
- **Collaboration:** Work with university staff, faculty, and fellow interns on cross-departmental initiatives and programs.
- **Professional development:** Attend training sessions and workshops to enhance your skills in leadership, communication, and career development.
- **Special projects:** Take ownership of specific projects based on the needs of the department and internship goals.
- **Other duties as assigned:** Contribute to additional tasks and responsibilities to support university operations and enhance your learning experience.

Qualifications

- Must be currently enrolled in an undergraduate or graduate program at Governors State University or another accredited institution.
- Open to students from various fields of study including but not limited to Business Administration, Education, Computer Science, Engineering, Social Sciences, and Health Sciences.
- Fresh graduates are also welcome to apply.
- Strong interest in gaining practical experience in an academic or professional environment.

Experience

- Previous internship or volunteer experience is a plus, but not required.
- Experience in academic or administrative roles is an advantage.

Hiring organization

Governors State University
Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Higher Education

Job Location

University Park, IL, United States,
60484,, University Park,, IL,, United States,

Working Hours

8

Base Salary

10

Date posted

December 23, 2024

Valid through

23.12.2026

- No prior professional work experience required, though a passion for learning and development is essential.

Skills

- Excellent communication skills, both verbal and written.
- Strong analytical and problem-solving abilities.
- Ability to work collaboratively within teams and independently.
- Time management skills with the ability to prioritize tasks efficiently.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) or other relevant software.
- Attention to detail and ability to handle multiple tasks simultaneously.
- Positive attitude and eagerness to learn and grow in a dynamic educational setting.

Job Benefits

- **Stipend:** Competitive stipend offered to selected interns.
- **Workplace experience:** Hands-on experience working within a university setting, enhancing your resume and career prospects.
- **Professional development:** Access to workshops, training sessions, and networking opportunities with faculty, staff, and industry professionals.
- **Mentorship:** Guidance and support from experienced university staff and faculty, helping you to grow professionally.
- **Flexible schedule:** Opportunities to work around your academic commitments.
- **Certificate of completion:** A certificate recognizing the successful completion of the internship program.
- **Possibility of future employment:** Potential for full-time job offers or further internship opportunities based on performance.

How To Apply

- **Submit your application:** Visit the Governors State University Careers Page or Internship Portal to complete your application and submit your resume.
- **Include additional documents:** Please attach a cover letter explaining why you are interested in the internship, how it aligns with your academic and career goals, and any relevant experiences.
- **Provide references:** You may be asked to provide academic or professional references as part of your application process.
- **Selection Process:** Shortlisted candidates will be invited for an interview. Candidates may also be required to complete a skills assessment.

[Job Vacancies Portal Here:](#)