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John Tyler Community College Internship Undergraduate 2025

Description

The Internship Undergraduate 2025 at John Tyler Community College is designed to provide students with hands-on experience and practical exposure to their chosen field of study. This internship offers the opportunity to work alongside industry professionals, gain valuable insights, and apply academic knowledge in real-world settings. Interns will engage in meaningful projects, collaborate with staff, and develop essential skills for career advancement.

Responsibilities

- Assist department staff with daily operations, projects, and tasks.
- Participate in research, data analysis, and documentation for ongoing projects.
- Attend meetings and contribute to team discussions, offering insights and suggestions.
- Help prepare reports, presentations, and other project-related materials.
- Gain exposure to various aspects of the department, including administration, operations, and customer service.
- Collaborate with team members to meet project deadlines and objectives.
- Perform other duties as assigned by department supervisor to support the overall goals of the organization.

Qualifications

- Currently enrolled as an undergraduate student at an accredited college or university.
- Must have completed at least one year of undergraduate coursework in a relevant field of study.
- Strong academic record and motivation to apply learning in a professional setting.

Experience

- Previous internship or volunteer experience is a plus but not required.
- Experience in relevant academic projects, group work, or student organizations is encouraged.

Skills

- Excellent written and verbal communication skills.
- Strong organizational and time management abilities.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Basic research skills and attention to detail.
- Positive attitude, eagerness to learn, and strong work ethic.

Job Benefits

Hiring organization

John Tyler Community College Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Higher Education

Job Location

Chester, Virginia, United State, 23831,, Chester,, Virginia,, United State

Working Hours

8

Base Salary

10

Date posted

December 10, 2024

Valid through

11.12.2026

- Gain valuable work experience that enhances your resume and career prospects.
- Exposure to a professional work environment and networking opportunities.
- Mentorship and guidance from industry professionals.
- College credit (where applicable).
- Flexible working hours to accommodate academic schedules.
- Potential for future career opportunities at John Tyler Community College.

How To Apply

Interested applicants should submit the following documents via our online application portal:

- Updated resume.
- Cover letter detailing your interest in the internship and relevant skills.
- A copy of your current academic transcript.

[Job Vacancies Portal Here:](#)