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## LaGuardia Community College Internship Professional Students 2025

### Description

The Internship Professional Students 2025 program at LaGuardia Community College offers students the opportunity to gain hands-on, professional experience in a variety of academic and administrative departments. As an intern, students will enhance their skills, build their professional networks, and apply classroom knowledge to real-world settings. This program is designed to prepare students for future careers by providing practical exposure to diverse industries, while contributing meaningfully to ongoing projects and initiatives within the college.

### Responsibilities

- Assist in the daily operations of assigned departments, working on key projects and initiatives.
- Collaborate with department staff and faculty to support administrative and academic tasks.
- Conduct research, gather data, and provide analysis to support decision-making processes.
- Participate in meetings, presentations, and trainings related to the intern's role.
- Prepare reports, presentations, and other documentation as required by the department.
- Attend networking events, workshops, and career development activities.
- Contribute to the development of program materials, outreach efforts, and community engagement projects.
- Provide support for events and initiatives related to the department or college's strategic goals.
- Maintain a high level of professionalism, ensuring quality work and compliance with college policies.

### Qualifications

- Currently enrolled as a full-time student at LaGuardia Community College with a graduation date of 2025.
- Enrollment in a degree program relevant to the department or position.
- Strong interest in gaining practical work experience in an academic or professional setting.
- Ability to work independently as well as collaboratively in a team environment.
- Strong organizational and time management skills, with attention to detail.
- Excellent written and verbal communication skills.

### Experience

- No prior work experience required; however, previous internships, volunteer work, or academic projects are a plus.
- Experience in customer service, office administration, or academic support is desirable but not mandatory.

### Hiring organization

LaGuardia Community College  
Internship

### Employment Type

Intern

### Duration of employment

6 Months

### Industry

Higher Education

### Job Location

New York, New York, United States,, 10005,, New York,, New York,, United States,

### Working Hours

8

### Base Salary

10

### Date posted

December 5, 2024

### Valid through

23.12.2026

- Familiarity with Microsoft Office Suite (Word, Excel, PowerPoint) or other relevant software.

## **Skills**

- Strong interpersonal and communication skills.
- Ability to handle multiple tasks simultaneously and prioritize responsibilities.
- Proficiency in basic office software and tools.
- Problem-solving ability and willingness to learn.
- Demonstrated enthusiasm for the field of study and professional development.

## **Job Benefits**

- Gain valuable, real-world experience in a professional environment.
- Opportunities to build a strong professional network.
- Exposure to a variety of fields and career paths within academia and administration.
- Access to career development workshops, resume building, and networking events.
- Mentorship from experienced faculty and staff members.
- Potential for future job opportunities or career advancement within LaGuardia Community College.
- College credit may be available, depending on department and academic requirements.
- Flexible work hours to accommodate class schedules.

## **How To Apply**

Interested students should submit the following documents to the LaGuardia Community College Internship Program Office.

1. **Resume** – detailing relevant academic background, skills, and any prior work or internship experience.
2. **Cover Letter** – explaining interest in the position, why you are a good fit, and how the internship aligns with your career goals.
3. **Reference Letter** (optional) – from a professor, advisor, or previous employer.

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