

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

Macomb Community College Internship Programme 2025

Description

The Macomb Community College Internship Programme 2025 offers students and recent graduates a unique opportunity to gain hands-on experience in a dynamic and professional environment. Interns will work alongside professionals in various departments and contribute to ongoing projects, while developing valuable skills that will enhance their future career prospects. This programme is designed to provide an immersive learning experience while supporting the mission of Macomb Community College.

Responsibilities

Interns will be assigned to various departments within the college based on their academic focus and interests. Primary responsibilities include, but are not limited to:

- Assisting with administrative tasks, including data entry, filing, and document management.
- Collaborating with team members on departmental projects.
- Conducting research and analysis to support decision-making processes.
- Attending team meetings and providing input on project developments.
- Developing reports and presentations for internal use.
- Engaging in hands-on learning activities relevant to the intern's field of study.
- Participating in professional development workshops and networking events.
- Performing other duties as assigned by supervisors to support departmental goals.

Qualifications

- Enrollment in a degree or certificate program at Macomb Community College or a recent graduate (within the past 12 months).
- Must be at least 18 years of age.
- A strong academic record, with a minimum GPA of 2.5 (or as specified by the department).
- Must be available for a minimum of 15 hours per week

Experience

- No prior work experience required; however, relevant coursework, volunteer work, or extracurricular activities related to the department are advantageous.
- Some positions may require specific academic knowledge or technical skills relevant to the department (e.g., marketing, IT, healthcare).

Skills

- Strong communication skills, both written and verbal.
- Ability to work independently and as part of a team.

Hiring organization

Macomb Community College
Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Higher Education

Job Location

Warren, Michigan, United States,
48088,, Warren,, Michigan,, United States

Working Hours

8

Base Salary

10

Date posted

November 30, 2024

Valid through

20.11.2026

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Problem-solving abilities and attention to detail.
- Time management skills and ability to meet deadlines.
- Adaptability and willingness to learn new skills.

Job Benefits

- Hands-on experience in a professional environment.
- Networking opportunities with industry professionals and fellow interns.
- Professional development and career growth.
- Mentorship from experienced staff.
- Potential for future employment opportunities with Macomb Community College.
- Flexible work schedule.
- Opportunity to earn academic credit.

How To Apply

Interested candidates should submit the following to apply:

1. A completed internship application form available on the Macomb Community College website.
2. A current resume highlighting relevant coursework and experiences.
3. A cover letter stating why you are interested in the internship and how it aligns with your career goals.

[Job Vacancies Portal Here:](#)