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Miami Dade College Summer Internship Undergraduate Program 2025

Description

The Miami Dade College Summer Internship Undergraduate Program offers undergraduate students the opportunity to gain hands-on experience in various departments within the college, fostering academic and professional growth. Interns will work alongside experienced professionals, contributing to ongoing projects and operations while gaining valuable skills in higher education, administration, and other specialized areas. This program is designed to provide real-world experience and build a strong foundation for students pursuing careers in education, business, technology, and public service.

Responsibilities

- Assist with day-to-day administrative tasks in various departments, including academic services, student affairs, marketing, finance, IT, and more.
- Participate in the development, coordination, and implementation of projects aimed at improving campus services, student engagement, or administrative operations.
- Support faculty and staff in research, event planning, and classroom assistance.
- Contribute to data analysis, preparing reports, and providing feedback to enhance operational effectiveness.
- Help organize and manage college events, workshops, and outreach programs.
- Collaborate with teams to create content for marketing materials, newsletters, and social media.
- Assist in improving student services, including advising, tutoring, and support services.
- Engage in professional development activities, including workshops, seminars, and networking opportunities.

Qualifications

- Must be currently enrolled in an undergraduate program at an accredited college or university.
- Applicants must be pursuing a degree in a relevant field, such as Education, Business Administration, Marketing, IT, Communications, or related disciplines.
- Strong academic standing with a minimum GPA of 2.5.
- Must be available for full-time internship during the summer term (June – August 2025).

Experience

- Previous internship or volunteer experience is a plus, but not required.
- Any experience in customer service, event planning, administrative tasks, or project management is advantageous.

Hiring organization

Miami Dade College Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Higher Education

Job Location

Miami, FL, United States, 33127,,
Miami,, FL,, United States,

Working Hours

8

Base Salary

10

Date posted

December 24, 2024

Valid through

30.12.2026

- Experience with research, data analysis, or social media management is a plus.

Skills

- Strong written and verbal communication skills.
- Excellent organizational and time-management abilities.
- Ability to work independently and as part of a collaborative team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite.
- Ability to manage multiple tasks simultaneously in a fast-paced environment.
- Basic knowledge of social media platforms and content creation.
- Problem-solving and analytical skills.
- Detail-oriented with a focus on accuracy.
- Bilingual candidates (English/Spanish) are preferred but not required.

Job Benefits

- Competitive hourly stipend.
- Real-world experience in a dynamic academic environment.
- Professional development opportunities through workshops, networking events, and mentorship.
- Exposure to diverse career paths within the higher education sector.
- Gain valuable skills in project management, administration, and communication.
- Opportunity to build a professional network within Miami Dade College and the local community.
- Potential for future internship or employment opportunities with Miami Dade College.

How To Apply

Interested candidates should submit the following:

1. A current resume that includes relevant academic and extracurricular experiences.
2. A cover letter detailing your interest in the Miami Dade College Summer Internship Program, as well as how the internship aligns with your academic and career goals.
3. An unofficial transcript showing current enrollment and GPA (minimum 2.5 GPA).
4. Two references who can speak to your qualifications and character.

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