



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

Middlesex Community College Internship Students Guide Program 2025

Description

The Middlesex Community College Internship Students Guide Program 2025 aims to provide an opportunity for students to gain hands-on experience, develop leadership skills, and foster a supportive learning environment for incoming and current students. As an Internship Guide, students will serve as mentors, offer guidance, and assist with administrative tasks, while working closely with faculty and staff to ensure a smooth and productive college experience for all students.

Responsibilities

- **Student Mentoring:** Provide guidance to new and current students in navigating college life, academic programs, and campus resources.
- **Orientation Assistance:** Help organize and lead student orientation sessions, both in-person and virtual, ensuring that incoming students understand the academic environment and support services.
- **Administrative Support:** Assist faculty and staff in managing student records, scheduling events, and coordinating student activities.
- **Peer Support:** Act as a liaison between students and staff, answering questions, resolving concerns, and facilitating communication.
- **Resource Awareness:** Promote awareness of academic resources such as tutoring, career services, and student health services.
- **Event Planning:** Assist in organizing student-centered events, workshops, and activities that promote engagement and community-building.
- **Feedback Collection:** Gather student feedback to improve programs and services offered at the college.
- **Team Collaboration:** Work with fellow student guides and college staff to improve program effectiveness and enhance the overall student experience.

Qualifications

- Currently enrolled as a student at Middlesex Community College (MCC) for the 2025 academic year.
- A minimum GPA of 2.5 or higher.
- Demonstrated interest in leadership and peer mentoring.
- Must have completed at least one semester at MCC (preferably two) by the time the internship starts.

Experience

- Previous involvement in extracurricular activities or student organizations is preferred but not required.
- Experience in tutoring, peer mentoring, or event planning is a plus.
- Experience working in customer service or a similar student-facing role is beneficial.

Skills

Hiring organization

Middlesex Community College
Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Higher Education

Job Location

Bedford, Massachusetts, United States, 01730,, Bedford,, Massachusetts,, United States

Working Hours

8

Base Salary

10

Date posted

November 30, 2024

Valid through

25.11.2026

- Strong communication skills, both verbal and written.
- Excellent interpersonal skills and the ability to work with diverse groups of people.
- Time management skills and the ability to handle multiple tasks efficiently.
- Problem-solving skills and the ability to provide creative solutions.
- Proficiency in Microsoft Office Suite and basic digital tools (email, social media, etc.).
- A positive and approachable attitude with a strong desire to help others succeed.

Job Benefits

- **Professional Development:** Gain valuable experience in mentorship, leadership, and administrative tasks.
- **Networking Opportunities:** Connect with faculty, staff, and students to build professional relationships.
- **Resume Building:** Enhance your resume with practical experience in student support and campus engagement.
- **Flexible Schedule:** Work hours are flexible around your class schedule.
- **Stipend/Compensation:** Eligible students may receive a stipend or other financial compensation, depending on funding availability.
- **College Credit:** Some students may be able to earn college credit for their internship, depending on their academic program requirements.
- **Community Impact:** Make a positive difference in the lives of fellow students by supporting their transition and success at MCC.

How To Apply

- **Submit an Application:** Visit the MCC Internship Program website to fill out an online application form.
- **Attach a Resume:** Include your updated resume highlighting relevant experience, extracurricular activities, and skills.
- **Write a Personal Statement:** Provide a brief personal statement explaining why you want to be a part of the Internship Students Guide Program and how you can contribute to the success of fellow students.

[Job Vacancies Portal Here:](#)