



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

Montgomery College Internship Accepting Undergraduate Students 2025

Description

The Montgomery College Internship Programme 2025 offers undergraduate students the opportunity to gain meaningful, hands-on experience in a professional environment. Interns will engage in various projects and assignments across departments, learning from experienced professionals and enhancing their academic knowledge with real-world applications. This programme aims to help interns build practical skills, expand their professional network, and prepare for future career opportunities.

Responsibilities

Interns will be involved in a variety of tasks and projects depending on their area of interest and the department they are assigned to. Key responsibilities include, but are not limited to:

- Supporting department staff with day-to-day administrative and operational tasks.
- Assisting in the development, implementation, and evaluation of ongoing projects.
- Conducting research and gathering data to support project initiatives.
- Writing reports, presentations, and summaries of research findings.
- Collaborating with team members to brainstorm and implement solutions.
- Attending and participating in team meetings, providing input on tasks and strategies.
- Contributing to the creation of digital and print materials, presentations, and reports.
- Shadowing staff and gaining exposure to various roles and responsibilities within the department.
- Participating in workshops and professional development activities.
- Completing special projects and assignments as needed.

Qualifications

- Currently enrolled as an undergraduate student in a degree program at Montgomery College or another accredited institution.
- Minimum GPA of 2.5 (or as specified by the department).
- Availability to work at least 10-15 hours per week during the academic semester.
- Must be at least 18 years of age.

Experience

- Previous internship, volunteer work, or relevant coursework is preferred but not required.
- No prior professional experience is necessary, but applicants should demonstrate a willingness to learn and engage with new challenges.
- Specific departmental roles may require certain technical knowledge or academic background Business, IT, Arts, Science, etc.

Hiring organization

Montgomery College Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Higher Education

Job Location

Rockville, Maryland, United states,
20847,, Rockville,, Maryland,8,
United states

Base Salary

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Date posted

November 30, 2024

Valid through

12.11.2026

Skills

- Strong written and verbal communication skills.
- Ability to work collaboratively in a team environment.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint); familiarity with other software tools may be required for certain roles.
- Strong analytical and research skills.
- Good organizational skills and ability to manage multiple tasks and deadlines.
- Initiative and a proactive approach to problem-solving.
- Ability to adapt to a dynamic work environment.
- A positive attitude and willingness to take on new responsibilities.

Job Benefits

- Gain practical, hands-on experience in a professional environment.
- Networking opportunities with faculty, staff, and professionals in various industries.
- Exposure to potential career paths and industry practices.
- Development of essential skills such as communication, problem-solving, and project management.
- Mentorship from experienced professionals.
- Flexible work hours to accommodate academic schedules.
- Potential to earn academic credit (if applicable).
- Opportunity to apply skills in a real-world setting, enhancing your resume and job readiness.
- Access to career development workshops and resources.

How To Apply

Interested students should submit the following application materials:

1. A completed internship application form available on the Montgomery College website.
2. An up-to-date resume that highlights relevant coursework, volunteer experience, or any previous internships.
3. A cover letter explaining why you are interested in the internship, what you hope to gain from the experience, and how it aligns with your career goals.

[Job Vacancies Portal Here:](#)