

Northern Virginia Community College Internship Opportunities 2025

Description

Northern Virginia Community College (NOVA) is offering exciting internship opportunities for motivated and passionate students in 2025. The internship program is designed to provide practical work experience across a variety of departments and functions. As an intern at NOVA, you will have the opportunity to work on meaningful projects, collaborate with professionals, and gain valuable insights into higher education, administrative processes, and other specialized fields. This is an excellent opportunity to develop both your technical and interpersonal skills in a supportive and dynamic learning environment.

Responsibilities

- Assist in daily operations and administrative tasks within your assigned department.
- Conduct research, gather data, and support the analysis of projects to assist with decision-making.
- Collaborate with department staff to prepare reports, presentations, and communication materials.
- Participate in brainstorming sessions and contribute ideas for new initiatives and improvements.
- Assist in organizing events, meetings, and other college activities.
- Support faculty and staff in educational or program development projects as needed.
- Shadow professionals and gain insight into higher education administration, teaching, student services, or specialized programs.
- Attend and participate in intern workshops, networking events, and departmental meetings.
- Provide feedback and reflections on your internship experience during scheduled check-ins.

Qualifications

- Currently enrolled in an undergraduate program (preferably in fields such as Business, Education, Marketing, IT, Health Sciences, Engineering, or a related field).
- U.S. citizen or legal authorization to work in the United States.
- A GPA of 3.0 or higher is preferred.
- Available for a full-time internship during the summer of 2025.

Experience

- Previous experience in internships, academic projects, or volunteer work related to your field of interest is a plus but not required.
- Active participation in student clubs, leadership roles, or community involvement is highly valued.

Skills

Hiring organization

Northern Virginia Community College Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Higher Education

Job Location

Annandale, VA, United States, 24072,, Annandale,, VA,, United States

Working Hours

8

Base Salary

10

Date posted

December 6, 2024

Valid through

24.12.2026

- Strong written and verbal communication skills.
- Excellent organizational and time-management skills.
- Ability to work both independently and collaboratively in a team environment.
- Proficiency with Microsoft Office Suite (Excel, PowerPoint, Word) or other relevant software.
- Problem-solving skills with an ability to adapt to new challenges.
- A passion for higher education and personal development.

Job Benefits

- **Competitive Compensation:** Paid internships with competitive hourly rates.
- **Skill Development:** Gain practical experience and enhance your skills in a real-world setting.
- **Mentorship:** Work alongside experienced professionals and receive career guidance.
- **Networking Opportunities:** Meet other interns and connect with NOVA staff and faculty.
- **Flexible Hours:** Work with supervisors to determine a schedule that balances academic commitments.
- **Potential for Future Opportunities:** High-performing interns may be considered for full-time employment after graduation.

How To Apply

Interested candidates should submit the following application materials:

1. A current resume highlighting your educational background, relevant experience, and extracurricular activities.
2. A cover letter explaining why you are interested in the NOVA internship program and how it aligns with your career goals.
3. An unofficial transcript showing your current GPA.

[Job Vacancies Portal Here:](#)