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Norwalk Community College Internship Employment 2025 In US

Description

The Norwalk Community College Internship Employment Program offers students an opportunity to gain practical experience in a professional setting while working alongside skilled professionals in various departments. The internship provides hands-on exposure to the inner workings of a dynamic community college environment, helping interns develop their skills, apply classroom learning to real-world situations, and prepare for future career opportunities.

Responsibilities

- Assist with day-to-day operations within assigned department(s), including clerical, administrative, and project-based tasks.
- Support faculty and staff in organizing events, workshops, and educational initiatives.
- Provide customer service to students, staff, and visitors, answering inquiries and assisting with campus activities.
- Help manage and maintain office records, databases, and filing systems.
- Participate in meetings and brainstorming sessions to contribute to ongoing projects and initiatives.
- Assist with research and development tasks as directed by supervisors.
- Support marketing and communication efforts, including preparing promotional materials and social media content.
- Attend training and development sessions to enhance job performance and career development.

Qualifications

- Currently enrolled as a full-time student at Norwalk Community College or another accredited institution.
- Minimum GPA of 2.5 or higher.
- Ability to work effectively both independently and as part of a team.
- Strong written and verbal communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- A positive attitude with a willingness to learn and contribute to the team.

Experience

- Previous experience in a student or part-time job is preferred but not required.
- Exposure to office or administrative tasks is a plus.
- Experience in a customer service role is an advantage.

Skills

- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks and meet deadlines.
- Excellent interpersonal skills and the ability to work well with diverse groups.

Hiring organization

Norwalk Community College
Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Non-profit Organizations

Job Location

Norwalk, CT, United States, 06850,,
Norwalk,, CT,, United States

Working Hours

8

Base Salary

10

Date posted

December 9, 2024

Valid through

31.12.2026

- Creative thinking and problem-solving abilities.
- Adaptability to new tasks and environments.

Job Benefits

- Gain practical experience in a professional academic setting.
- Opportunity to network with faculty, staff, and fellow students.
- Mentorship and career development opportunities.
- Flexible work hours to accommodate academic schedules.
- Potential for future job opportunities or references.

How To Apply

To apply for the Norwalk Community College Internship Employment Program 2025, please follow the instructions below:

1. Submit your resume and a brief cover letter explaining your interest in the internship and how it aligns with your academic and career goals.
2. Include your unofficial transcript to verify academic standing.
3. Provide at least one academic or professional reference who can speak to your skills and character.

[Job Vacancies Portal Here:](#)