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Oakton Community College Internship Students For Program 2025

Description

Oakton Community College (OCC) is offering an exciting opportunity for students to gain real-world experience through our Internship Program for 2025. This program is designed to provide valuable exposure to various departments across the college, allowing students to apply academic knowledge to practical work situations. Interns will gain skills, develop professional connections, and enhance their career prospects in a supportive, educational environment.

Responsibilities

- Assist with day-to-day operations of assigned department(s), including administrative tasks and project management.
- Support faculty, staff, and student activities, including event planning and coordination.
- Conduct research and provide analysis on topics relevant to the department.
- Assist with data entry, report preparation, and organizing materials for meetings or presentations.
- Help create and distribute communications such as newsletters, flyers, and social media content.
- Provide assistance with technology tools and platforms as needed (e.g., website management, data systems).
- Participate in departmental meetings and contribute to ongoing projects.
- Complete special projects and assignments based on departmental needs.
- Interact with students, faculty, staff, and external partners to ensure smooth workflow and foster collaboration.

Qualifications

- Currently enrolled at Oakton Community College or another accredited institution.
- Must be pursuing a degree or program related to the department of the internship (e.g., business, IT, marketing, education, communications, etc.).
- Must maintain a minimum GPA of 2.5 or higher.

Experience

- Previous internship, volunteer work, or extracurricular involvement is beneficial but not required.
- Any relevant coursework or hands-on experience related to the department's work is advantageous.

Skills

- Strong written and verbal communication skills.
- Strong organizational and time management abilities.
- Ability to work independently and in a team environment.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

Hiring organization

Oakton Community College
Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Higher Education

Job Location

Des Plaines, Illinois, United state,
60018,, Des Plaines, Illinois,, United
state

Working Hours

8

Base Salary

10

Date posted

December 10, 2024

Valid through

18.12.2026

- Basic understanding of social media platforms and digital marketing tools (depending on the department).
- Analytical thinking and problem-solving abilities.
- Attention to detail and the ability to handle multiple tasks simultaneously

Job Benefits

- Hands-on experience in a professional, educational setting.
- Exposure to a wide variety of career fields and potential job opportunities within the college.
- Opportunity to develop a professional network with faculty, staff, and community partners.
- Flexible work hours to accommodate academic schedules.
- Opportunity for academic credit (subject to program requirements).
- Mentorship and career development support from experienced professionals.
- Potential for future employment opportunities within Oakton Community College.

How To Apply

Interested applicants should submit the following materials:

1. A current resume highlighting relevant experiences and skills.
2. A cover letter explaining why you are interested in the internship and how it aligns with your academic and career goals.
3. A copy of your unofficial transcript.

[Job Vacancies Portal Here:](#)