



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

Red Rocks Community College Internship Opportunities 2025

Description

Red Rocks Community College (RRCC) offers a variety of internship opportunities designed to provide students with valuable hands-on experience in a dynamic academic environment. Interns will have the opportunity to work in various departments, develop professional skills, and contribute to the success of the college's mission of delivering quality education and fostering student success. These internships are tailored to support career development and provide exposure to a range of fields within higher education.

Responsibilities

- Assist faculty and staff in day-to-day operations of the department or program.
- Conduct research and analysis on topics related to higher education, curriculum development, student services, and campus operations.
- Contribute to the planning and execution of college events, workshops, and academic programs.
- Provide administrative support, including document preparation, data entry, and filing.
- Help organize and maintain records, databases, and communication materials.
- Assist in creating marketing and promotional materials for campus programs or events.
- Participate in team meetings and provide feedback on ongoing projects.
- Engage in outreach efforts to promote college services and programs to students, staff, and the community.
- Support faculty and staff with technology-related tasks, including classroom technology setup and troubleshooting.

Qualifications

- Must be currently enrolled as a student at Red Rocks Community College or a local accredited institution, pursuing an undergraduate or graduate degree.
- Open to students from all academic disciplines, with preference given to those pursuing degrees in education, business, communications, technology, or related fields.
- Ability to work 10-20 hours per week during the semester.
- Good standing with academic progress as per the college's policies.

Experience

- No prior professional work experience is required, but experience through coursework, volunteer work, or campus involvement is encouraged.
- Relevant experience in customer service, event coordination, data management, or project assistance is a plus but not mandatory.

Hiring organization

Red Rocks Community College
Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Higher Education

Job Location

Lakewood, Colorado, United States,
80123,, Lakewood,, Colorado,,
United States

Working Hours

8

Base Salary

10

Date posted

December 8, 2024

Valid through

23.12.2026

Skills

- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Basic understanding of social media platforms and digital communications.
- Strong organizational and time-management skills.
- Ability to work both independently and collaboratively within a team environment.
- Problem-solving skills and attention to detail.
- Willingness to learn and adapt to new tasks and environments.

Job Benefits

- Gain real-world experience in an academic setting that aligns with your field of study.
- Exposure to college operations and educational services.
- Networking opportunities with faculty, staff, and industry professionals.
- Mentorship and guidance from experienced professionals within RRCC.
- Flexible work schedule to accommodate academic commitments.
- Opportunity to participate in professional development workshops and training.
- Potential for future employment opportunities within Red Rocks Community College.

How To Apply

To apply for an internship at Red Rocks Community College, please follow these steps:

1. Prepare Required Documents:

- Resume outlining your academic background, relevant coursework, and any previous work or volunteer experiences.
- A cover letter detailing your interest in the internship, the department or program you're applying to, and how the internship aligns with your career goals.
- Unofficial transcript (if applicable).
- Two academic or professional references.

2. Submit Your Application:

- Visit the Red Rocks Community College Internship Portal on the RRCC website.
- Complete the online application form and upload the required documents.

3. Interview Process:

- Selected candidates will be contacted for an interview.
- Interviews will be conducted either in-person or virtually, depending on the department's needs and candidate availability.

[Job Vacancies Portal Here:](#)