



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

Tacoma Community College Internship Students Opportunities 2025

Description

Tacoma Community College is offering internship opportunities for students in 2025 to gain hands-on experience in various fields within the college. These internships will provide students with practical knowledge, professional development, and the opportunity to contribute to the college community. The purpose of these internships is to support students in applying academic learning to real-world situations while enhancing their career readiness.

Responsibilities

- Assist faculty and staff in day-to-day operations, special projects, and administrative tasks.
- Collaborate with different departments to support various activities such as event planning, research, and communication.
- Conduct data collection, analysis, and reporting to support departmental goals.
- Participate in meetings, brainstorming sessions, and professional development workshops.
- Provide customer service and assist students, faculty, and staff as needed.
- Perform general office duties including filing, organizing, and managing documentation.
- Maintain a high standard of confidentiality and professionalism in all tasks.
- Contribute to the development of creative content, presentations, or marketing materials as required.
- Assist with program and event coordination, including scheduling, logistics, and outreach.

Qualifications

- Currently enrolled at Tacoma Community College or another accredited educational institution.
- Enrollment in a degree program related to the internship department (e.g., Business, IT, Health Sciences, Communication, etc.).
- A GPA of 2.5 or higher is preferred but not required.
- Strong interest in gaining practical experience in your field of study.

Experience

- No prior professional experience required for most internship positions, although relevant coursework, volunteer work, or projects may be considered a plus.
- Experience in office environments or familiarity with basic administrative tasks is beneficial but not mandatory.

Skills

- Strong communication skills, both written and verbal.

Hiring organization

Tacoma Community College
Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Higher Education

Job Location

Tacoma, WA, United States,
98406,, Tacoma,, WA,, United
States,

Working Hours

8

Base Salary

10

Date posted

December 25, 2024

Valid through

26.12.2026

- Ability to work collaboratively and independently in a team-oriented environment.
- Proficiency with basic office software (e.g., Microsoft Office Suite, Google Workspace).
- Attention to detail and ability to prioritize tasks efficiently.
- Problem-solving abilities and a proactive attitude toward completing tasks.
- Ability to adapt to a dynamic work environment and learn new skills quickly.
- Time management skills and a strong work ethic.

Job Benefits

- Gain valuable, hands-on experience in a professional setting.
- Develop your skills in communication, organization, and project management.
- Networking opportunities with faculty, staff, and industry professionals.
- Potential for academic credit (subject to department approval).
- Mentorship from experienced professionals in your field of interest.
- Flexible work hours that accommodate academic schedules.
- Opportunity to contribute to Tacoma Community College's mission and community.
- Possible future employment opportunities based on performance.

How To Apply

Interested candidates must submit the following:

1. A current resume highlighting relevant coursework, skills, and any previous experience.
2. A cover letter expressing interest in the internship, including your area of study and career goals.
3. A letter of recommendation from a faculty member or advisor.

[Job Vacancies Portal Here:](#)