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Arapahoe Community College Internship Employment 2026

Hiring organization
Arapahoe Community College

Employment Type
Intern

Duration of employment
6 Months

Industry
Higher Educatuion

Job Location
Littleton, Colorado, United States, 80120, Littleton, Colorado, United States

Working Hours
8

Base Salary
10

Date posted
February 25, 2026

Valid through
25.02.2027

Description

Arapahoe Community College (ACC) is offering an exciting internship opportunity for motivated individuals seeking hands-on experience in a dynamic educational environment. As an intern, you will have the chance to contribute to various aspects of the college's operations and gain valuable insights into the field of higher education.

Responsibilities

- Collaborate with different departments to support day-to-day operations and projects.
- Assist in organizing and executing events, workshops, and programs.
- Contribute to social media and marketing efforts to promote ACC initiatives.
- Provide administrative support, including data entry, filing, and communication management.
- Participate in meetings and training sessions to enhance professional development.

Qualifications

- Currently enrolled in a relevant academic program at Arapahoe Community College or a related institution.
- Strong academic record with a minimum GPA of 3.0.
- Excellent communication and interpersonal skills.
- Detail-oriented with strong organizational abilities.

Experience

- Previous experience in a similar role or within an educational setting is preferred but not required.
- Familiarity with Microsoft Office Suite and basic computer skills.

Skills

- Proficient in written and verbal communication.
- Strong organizational and multitasking abilities.
- Adaptability and a willingness to learn.
- Team player with a positive and proactive attitude.
- Basic knowledge of social media platforms.

Job Benefits

- Gain practical experience in a renowned educational institution.
- Networking opportunities with faculty, staff, and industry professionals.
- Exposure to various aspects of higher education administration.
- Potential for academic credit (if applicable).

How To Apply

Interested candidates should submit a resume, cover letter, and academic transcript to careers@arapahoe.edu. Please include “ACC Internship Application 2026” in the subject line. The deadline for applications is [insert deadline]. Shortlisted candidates will be contacted for interviews.