

Cape Cod Community College Internship Vacancies 2024

Description

Cape Cod Community College (CCCC) is a vibrant public institution offering a diverse range of academic programs and workforce development opportunities. We are committed to fostering student success and connecting individuals with fulfilling careers. Our internship program provides valuable hands-on experience and networking opportunities for students in various fields.

Responsibilities

CCCC offers internship opportunities across various departments and disciplines. Specific responsibilities and projects will vary depending on the internship placement. However, general duties may include:

- Assisting with departmental projects and initiatives.
- Conducting research and compiling data.
- Developing and implementing marketing materials.
- Providing administrative support and customer service.
- Participating in meetings and professional development activities.

Qualifications

- Current Cape Cod Community College student in good academic standing.
- Strong interest in the relevant field of the internship.
- Excellent communication, interpersonal, and organizational skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite and other relevant software (depending on the internship).

Experience

- Prior experience in the relevant field is preferred but not required.
- Volunteer experience or participation in related coursework is a plus.

Skills

- Analytical thinking and problem-solving skills.
- Strong writing and editing skills.
- Time management and organizational skills.
- Ability to learn new skills quickly and adapt to different tasks.
- Excellent communication and interpersonal skills.

Job Benefits

- Gain valuable real-world experience in your chosen field.
- Develop professional skills and build your resume.
- Network with professionals and gain industry insights.

Hiring organization

Cape Cod Community College

Employment Type

Intern

Duration of employment

Government Administration

Industry

Higher Education

Job Location

West Barnstable, Massachusetts, United States, 02668, West Barnstable, Massachusetts, United States

Working Hours

8

Base Salary

10

Date posted

February 15, 2024

Valid through

25.02.2027

- Earn academic credit for some internships (subject to department approval).
- Potential stipend for paid internships (availability varies).

How To Apply

- Follow the specific instructions outlined for each internship posting.
- Typically, you will need to submit a resume, cover letter, and transcript.
- Be prepared to discuss your qualifications and interest in the internship.
- Ask questions about the internship and the department.
- Internship start and end dates are flexible and can be adapted to your academic schedule.