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Hillsborough Community College Internship 2024 Apply Now

Description

Gain valuable experience and propel your career forward with the Hillsborough Community College (HCC) Internship Program 2024! Work alongside dedicated professionals, contribute to meaningful projects, and develop essential skills in a diverse and supportive environment dedicated to student success. Explore your career interests within the college setting and contribute to enriching the lives of learners in the community.

Responsibilities

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Responsibilities:

- Assist with various administrative tasks such as scheduling, data entry, and file management (duties will vary by department).
- Support faculty and staff with research, project management, or event coordination, depending on your chosen department and placement.
- Gain exposure to different departments at HCC, understanding various aspects of the college and its role in the community.
- Participate in professional development opportunities, including workshops and seminars, to enhance your skillset and career preparedness.

Qualifications

- Currently enrolled in a program at Hillsborough Community College.
- Strong academic record with a minimum GPA of 3.0 (preferred).
- Excellent communication, interpersonal, and organizational skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Proficient in Microsoft Office Suite.

Experience

- Prior volunteer or internship experience, especially in education or related

Hiring organization

Hillsborough Community College

Employment Type

Intern

Duration of employment

6 Months

Industry

Higher Education

Job Location

Tampa, Florida, United States,
33601, Tampa, Florida, United States

Working Hours

8

Base Salary

10

Date posted

February 27, 2024

Valid through

25.02.2027

fields, is a plus.

Skills

- Time management and organizational skills to manage multiple tasks and deadlines effectively.
- Strong problem-solving and critical thinking abilities to approach challenges creatively and find solutions.
- Excellent attention to detail and accuracy in completing assigned tasks.
- Initiative and a willingness to take ownership of projects and explore new areas of responsibility.
- Strong work ethic and a passion for learning.

Job Benefits

- Gain valuable hands-on experience in a professional setting, directly related to your field of study (if applicable).
- Develop essential skills in communication, teamwork, project management, and problem-solving.
- Network with experienced professionals in the education sector and gain valuable career insights.
- Earn a competitive stipend (optional, based on program structure and funding availability).

How To Apply

Visit the HCC Career Services website at: <https://www.hccfl.edu/get2work> for detailed information on available internships, application requirements, and deadlines.