



<https://www.internshipstoc.online/job/westchester-community-college-internship/>

Westchester Community College Internship Students 2024

Description

Westchester Community College (WCC) is seeking enthusiastic and motivated students to join our vibrant team as interns for the 2024 academic year. Interns will have the opportunity to gain valuable hands-on experience in a diverse range of departments, contribute to meaningful projects, and develop professional skills essential for future success. We offer internships in various fields, including:

- **Academic Affairs:** Support faculty and staff with course development, curriculum implementation, and student success initiatives.
- **Admissions & Enrollment:** Assist with recruitment events, application processing, and orientation programs.
- **Communications & Marketing:** Participate in content creation, social media management, and event planning.
- **Finance & Administration:** Provide support with data entry, budgeting, and other administrative tasks.

Responsibilities

- Assist with assigned projects and tasks under the supervision of a staff member.
- Research and collect data relevant to specific projects.
- Attend departmental meetings and training sessions.
- Develop and maintain professional relationships with colleagues and supervisors.
- Contribute to a positive and collaborative work environment.

Qualifications

- Currently enrolled student at Westchester Community College.
- Minimum GPA of 3.0.
- Strong communication, interpersonal, and organizational skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite.
- Additional skills or experience may be required depending on the specific internship placement.

Experience

- Prior experience in an academic or professional setting is preferred but not required.
- Relevant coursework or volunteer experience will be considered.

Skills

- Excellent written and verbal communication skills.
- Strong analytical and problem-solving skills.

Hiring organization

Westchester Community College

Employment Type

Intern

Duration of employment

6 Months

Industry

Higher Education

Job Location

Valhalla, New York, United States, 10595, Valhalla, New York, United States

Working Hours

8

Base Salary

10

Date posted

February 22, 2024

Valid through

25.02.2027

- Time management and organizational skills.
- Ability to work independently and take initiative.
- Ability to learn new skills quickly.
- Proficient in technology and online tools.

Job Benefits

- Gain valuable real-world experience.
- Develop professional skills and network with industry professionals.
- Enhance your resume and increase your job prospects after graduation.
- Potential for academic credit (approval required).

How To Apply

- Visit the **College Central Network (CCN)** at [invalid URL removed] to browse available internship opportunities.
- Create a profile and upload your resume.
- Apply to the internships that interest you.
- Attend career fairs and workshops offered by WCC Career Services.