



<https://www.internshipstor.online/job/eastern-gateway-community-college-internship-program/>

## Eastern Gateway Community College Internship Program 2024

### Description

Eastern Gateway Community College (EGCC) is seeking motivated and enthusiastic interns to join our vibrant campus community for the 2024 Internship Program. This program offers valuable hands-on experience in a supportive learning environment. Interns will gain exposure to various aspects of higher education administration and contribute to the success of the college.

### Responsibilities

- Assist faculty and staff with administrative tasks and projects.
- Support student services departments with various initiatives.
- Collaborate with instructors to develop educational materials (may vary by department).
- Conduct research and compile data for reports and presentations.
- Participate in campus events, workshops, and orientations as needed.
- Provide exceptional support to students and visitors.
- Assist with marketing and promotional activities (depending on the internship placement).
- Perform other duties as assigned by supervisors.

### Qualifications

- Currently enrolled at Eastern Gateway Community College.
- Minimum GPA of 3.0 (or equivalent).
- Strong work ethic, with a commitment to professionalism and punctuality.
- Excellent communication, interpersonal, and organizational skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

### Experience

- Prior internship experience in a professional setting.
- Volunteer experience in a related field.
- Experience working in a fast-paced environment.

### Skills

- Excellent written and verbal communication skills.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and manage time effectively.
- Adaptability and willingness to learn new skills.
- Proficiency in social media platforms (a plus).

### Job Benefits

- Gain valuable hands-on experience in a dynamic educational environment.
- Receive mentorship from experienced faculty and staff members.

### Hiring organization

Eastern Gateway Community College

### Employment Type

Intern

### Duration of employment

6 Months

### Industry

Education Administration Programs

### Job Location

Steubenville, Ohio, United States, 43952, Steubenville, Ohio, United States

### Working Hours

8

### Base Salary

10

### Date posted

June 6, 2025

### Valid through

28.04.2027

- Network with faculty, staff, and students, building professional connections.
- Potential to earn academic credit or stipend (depending on program and department).
- Access to professional development resources and training.

**How To Apply**

Interested candidates should submit a cover letter, resume, and unofficial transcript to the EGCC Career Development Center by [application deadline]. You can also inquire about the program and specific internship opportunities by contacting [careerservices@egcc.edu](mailto:careerservices@egcc.edu).