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Hostos Community College Internship Opportunities 2024/2025

Description

Embark on a transformative learning journey with Hostos Community College through our Internship Opportunities for the academic year 2024/2025. This internship program is designed to provide students with a hands-on experience in a higher education setting, fostering personal and professional development. Interns will work closely with dedicated professionals and contribute to various departments, gaining insights into the diverse facets of college administration.

Responsibilities

- Collaborate with departmental teams to support day-to-day operations.
- Assist in organizing and executing campus events, workshops, and initiatives.
- Conduct research and analysis to contribute to departmental projects.
- Engage in effective communication with faculty, staff, and fellow interns.
- Contribute to social media and communication efforts.
- Take on additional responsibilities based on departmental needs and goals.

Qualifications

- Currently enrolled as a student at Hostos Community College.
- Completed at least one semester of coursework.
- Strong academic performance with a minimum GPA of 3.0.
- Excellent communication and interpersonal skills.
- Demonstrated ability to work independently and collaboratively.
- Proactive attitude and eagerness to learn.

Experience

- No prior work experience required; training will be provided.
- Involvement in campus activities or clubs is a plus.
- Passion for higher education and community engagement.

Skills

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong organizational and time-management skills.
- Basic research and analytical skills.
- Social media management and content creation abilities.
- Adaptability and willingness to take on new challenges.

Job Benefits

- Gain valuable experience in a higher education environment.
- Networking opportunities with faculty, staff, and fellow interns.
- Exposure to various aspects of college administration.
- Professional development workshops and training sessions.

Hiring organization

Hostos Community College

Employment Type

Intern

Duration of employment

6 Months

Industry

Higher Education

Job Location

Bronx, New York, United States,
10451, Bronx, New York, United States

Working Hours

8

Base Salary

10

Date posted

May 27, 2025

Valid through

17.02.2027

- Potential for academic credit (subject to departmental approval).

How To Apply

Interested candidates should submit a resume, cover letter, and unofficial transcript. Please include "Internship Application" in the email subject line. In your cover letter, highlight your interest in the internship, relevant skills, and how this experience aligns with your academic and career goals. Shortlisted candidates will be contacted for interviews.

Hostos Community College is committed to diversity and is an equal opportunity employer. We encourage applications from candidates of all backgrounds.