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OCC Internship Students Opportunities 2024 Apply Now

Description

The Orange Coast College (OCC) Internship Program offers a dynamic opportunity for passionate students to gain valuable hands-on experience while contributing to the college's vibrant learning community. Interns will work alongside experienced faculty and staff across various departments, gaining practical insights and developing crucial professional skills relevant to their chosen field. This program is designed to:

- Bridge the gap between academic theory and real-world application.
- Develop essential professional skills that are transferable to various career paths.
- Network with professionals and build valuable connections for your future career.
- Enhance your resume and stand out to potential employers.

Responsibilities

- Assist with department-specific tasks as assigned, which may include:
- **Administrative support:** Filing, data entry, answering phones
- **Research and project assistance:** Conduct research, assist with project development and implementation
- **Event planning and coordination:** Participate in event planning, logistics, and execution
- **Marketing and social media support:** Assist with content creation, social media management, and marketing initiatives
- **Content creation and writing:** Create various content materials for various platforms and purposes
- Attend department meetings and actively participate in team discussions.
- Maintain a professional and positive demeanor while adhering to college policies and procedures.
- Demonstrate initiative, reliability, and a strong work ethic.

Qualifications

- Currently enrolled student at Orange Coast College.
- Minimum GPA of 2.5 (preferred).
- Strong communication, interpersonal, and collaboration skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

Experience

- Prior volunteer or internship experience (preferred).
- Experience relevant to your academic field or desired internship (a plus).

Skills

Hiring organization
OCC

Employment Type
Intern

Duration of employment
6 Months

Industry
Higher Education

Job Location
Costa Mesa, California, United States, 92627, Costa Mesa, California, United States

Working Hours
8

Base Salary
10

Date posted
May 27, 2025

Valid through
25.02.2027

- Excellent organizational and time management skills.
- Strong attention to detail and accuracy.
- Ability to learn new skills quickly and adapt to a dynamic environment.
- Problem-solving and critical thinking skills.
- Proficient in technology and social media platforms (a plus).

Job Benefits

- Gain valuable real-world experience in a professional college setting relevant to your field of study.
- Develop and enhance professional skills and knowledge, making you a more competitive candidate in the job market.
- Network with faculty and staff, building valuable connections for your future career.
- Strengthen your resume and stand out to potential employers.

How To Apply

Interested students are encouraged to visit the OCC Career Center website at <https://orangecoastcollege.edu/academics/career-center/job-internship/index.html> or the Internship Academy webpage at <https://orangecoastcollege.edu/academics/career-center/job-internship/index.html> to:

- Explore available internship opportunities across various departments.
- Learn about specific requirements and application deadlines for each position.
- Complete the online internship application form and submit your resume, cover letter, and any required application materials.
- Schedule an appointment with a career advisor or internship coordinator for guidance and support throughout the application process.