



<https://www.futureinterne.online/job/bolton-college-summer-internship/>

Bolton College Summer Internship Placements 2025 In Vacancies

Description

The Bolton College Summer Internship Placements offer students an exciting opportunity to gain hands-on experience and insight into the world of work. This internship program is designed to support individuals who are keen to explore careers in education, business, and various other sectors through apprenticeships. The placements will allow interns to work closely with experienced professionals, contributing to meaningful projects, and developing key skills that will enhance their employability.

Responsibilities

- Assist with day-to-day administrative tasks across various departments.
- Support the planning, coordination, and delivery of educational or business-related projects.
- Collaborate with teams to contribute ideas and solutions to ongoing initiatives.
- Participate in internal meetings and assist with the preparation of materials.
- Develop and deliver presentations or reports based on research or projects.
- Engage with students, staff, and external partners to support the delivery of apprenticeship programs.
- Provide customer service and support during events and activities.
- Maintain accurate records and documentation in line with organizational procedures.
- Contribute to the promotion of Bolton College's services and educational offerings.

Qualifications

- Currently enrolled in a college or university course related to business, education, or a relevant field.
- A minimum of GCSE (or equivalent) in English and Maths.
- Interest in apprenticeships, vocational training, and education.

Experience

- No previous work experience required, though prior exposure to a customer-facing role or administrative tasks would be an advantage.
- A willingness to learn and an enthusiasm for gaining practical experience in a professional environment.

Skills

- Strong communication skills, both written and verbal.
- Ability to work well independently as well as part of a team.
- Strong organisational skills and attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- A proactive attitude with the ability to take initiative and manage time

Hiring organization

Bolton College Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Education Management

Job Location

Bolton, England, United Kingdom, BL1,, Bolton,, England,, United Kingdom,

Working Hours

8

Base Salary

10

Date posted

February 18, 2025

Valid through

28.01.2026

effectively.

- Flexibility and adaptability to changing tasks and priorities.

Job Benefits

- A valuable opportunity to develop skills and experience in a supportive and dynamic environment.
- Exposure to potential career paths and professional networks.
- Competitive hourly wage.
- Opportunity to gain experience in various departments within the college.
- Access to Bolton College's training and development resources.
- Support and mentorship from experienced professionals.
- Opportunity to enhance your CV and career prospects.

How To Apply

To apply for the Bolton College Summer Internship Placements 2025, please follow the instructions below:

1. Visit the Bolton College Careers page at.
2. Complete the online application form.
3. Upload your current CV and a cover letter detailing your interest in the position and how your skills align with the job requirements.

[Job Vacancies Portal Here:](#)