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Butler Community College Internship Employees Program 2025

Description

The Butler Community College Internship Employees Program 2025 is designed to provide students with valuable, hands-on work experience in a professional setting. This program allows interns to apply classroom knowledge to real-world challenges, gain practical skills, and build their resumes while contributing to various departments and functions at the college. Interns will receive mentorship and guidance to enhance their professional growth, preparing them for future career opportunities.

Responsibilities

- Assist with daily operations and administrative tasks across various departments, including student services, academic affairs, IT, and campus events.
- Participate in special projects, supporting research, data collection, and report generation.
- Provide customer service to students, faculty, and staff, answering questions and assisting with inquiries.
- Contribute to department-specific initiatives, including event planning, marketing, or outreach programs.
- Help with the development and improvement of internal processes and procedures.
- Attend team meetings and provide feedback or ideas for improvement.
- Support various college functions, such as campus tours, orientation, or student recruitment activities.
- Complete other tasks as assigned by the supervisor or department lead.

Qualifications

- Must be currently enrolled as a student at Butler Community College, with a full-time or part-time student status.
- Minimum GPA of 2.5 or higher (department-specific GPA requirements may apply).
- Interest in gaining professional experience within a higher education environment.

Experience

- Previous internship or work experience in a related field is preferred but not required.
- Experience in customer service, office administration, or project coordination is a plus.
- Familiarity with basic office software (Microsoft Office, Google Workspace) and virtual collaboration tools is beneficial.

Skills

Hiring organization

Butler Community College
Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Higher Education

Job Location

El Dorado, KS, United States,
67042,, El Dorado,, KS,, United States,

Working Hours

8

Base Salary

10

Date posted

December 31, 2024

Valid through

10.12.2026

- Strong communication skills, both written and verbal.
- Ability to work well both independently and as part of a team.
- Excellent organizational and time-management skills.
- Attention to detail with a focus on accuracy.
- Proactive attitude and willingness to learn.
- Problem-solving abilities and critical thinking.
- Ability to handle sensitive information with confidentiality and professionalism.

Job Benefits

- Practical, hands-on experience in a professional environment.
- Opportunity to develop transferable skills that will benefit future career goals.
- Mentorship and guidance from experienced professionals.
- Exposure to various departments and functions within a community college.
- Networking opportunities with faculty, staff, and other interns.
- Certificate of completion and potential for a letter of recommendation upon successful program completion.
- Paid internship opportunity (subject to availability and specific department funding).

How To Apply

To apply for the Butler Community College Internship Employees Program 2025, please submit the following materials via the Butler Community College internship application portal:

1. A current resume or CV.
2. A cover letter detailing your interest in the internship program and how it aligns with your career goals.
3. An unofficial transcript from Butler Community College.
4. Contact information for at least one academic or professional reference.

[Job Vacancies Portal Here:](#)