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Cape Cod Community College Internship Resources Students 2025

Description

The Internship Resources program at Cape Cod Community College offers students an opportunity to gain hands-on experience in their field of study. As an Intern, students will support various departments, contributing to meaningful projects and gaining valuable professional skills. This role is designed to help students develop industry-specific knowledge, improve workplace competencies, and build connections with professionals in their chosen career paths.

Responsibilities

- Assist faculty, staff, and department heads with ongoing projects, research, and administrative tasks.
- Participate in meetings and contribute to brainstorming sessions, offering insights or suggestions where appropriate.
- Complete tasks as assigned, which may include data entry, project research, documentation, event planning, and social media management.
- Engage in the development and delivery of programs, workshops, or outreach activities.
- Provide support in the planning and execution of student events, career fairs, and networking opportunities.
- Maintain accurate records of internship activities and projects.
- Collaborate with fellow interns and professionals to accomplish department goals.
- Demonstrate professionalism, reliability, and strong work ethic.

Qualifications

- Enrollment at Cape Cod Community College for the 2025 academic year.
- Minimum GPA of 2.5.
- Must be a student in good standing with the College.
- Completion of at least 15 credits towards a degree or certificate program at Cape Cod Community College.

Experience

- Previous internship experience is preferred but not required.
- Any relevant volunteer, school project, or work experience in the related field is a plus.

Skills

- Strong written and verbal communication skills.
- Organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint).
- Basic knowledge of social media platforms and content creation (depending on department needs).

Hiring organization

Cape Cod Community College
Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Higher Education

Job Location

West Barnstable, Massachusetts,
United States, 02668,, West
Barnstable,, Massachusetts,, United
States,

Working Hours

8

Base Salary

10

Date posted

December 21, 2024

Valid through

24.12.2026

- Time management and multitasking abilities.
- Problem-solving and critical thinking skills.

Job Benefits

- Hands-on experience in a professional setting.
- Opportunity to develop career-specific skills.
- Networking opportunities with professionals and faculty members.
- Access to Cape Cod Community College career services and mentorship.
- Flexible hours to accommodate academic schedules.
- College credit may be available (subject to department approval).
- The chance to be considered

How To Apply

Interested candidates should submit the following to the Cape Cod Community College Internship Coordinator.

- A current resume
- A cover letter explaining your interest in the internship, skills, and career goals
- Two references (academic or professional)
- Transcript (unofficial is acceptable)

[Job Vacancies Portal Here:](#)