

<https://www.futureinterne.online/job/city-of-glasgow-college-internship/>

## City Of Glasgow College Internship Our Team Opportunities 2025

### Description

City of Glasgow College is offering exciting internship opportunities within various departments for individuals passionate about gaining hands-on experience in a dynamic academic environment. This apprenticeship program is designed to support the professional development of candidates, equipping them with the necessary skills and knowledge to succeed in their careers. Interns will work alongside our experienced teams, contributing to projects and initiatives that make a tangible impact within the college.

### Responsibilities

- Assist in the day-to-day operations within assigned departments (e.g., administration, IT, marketing, student services, etc.).
- Support the development and delivery of key projects and initiatives.
- Engage in data analysis, reporting, and maintaining documentation.
- Participate in meetings, offering ideas and suggestions where appropriate.
- Provide administrative support, including handling communications, scheduling, and organizing materials.
- Learn and apply relevant software tools and systems used within the college.
- Contribute to student engagement and academic support activities, as required.
- Build relationships with key stakeholders, both within the college and externally.

### Qualifications

- No formal qualifications are required, but applicants must be keen to learn and develop professionally.
- A good standard of education, including GCSEs (or equivalent) in English and Mathematics, is desirable.
- Applicants must have a genuine interest in pursuing a career in further education or related fields.

### Experience

- Previous work experience in an office, administrative, or customer service environment is beneficial but not essential.
- Any volunteering, part-time jobs, or extracurricular activities that demonstrate responsibility, communication, and teamwork are advantageous.

### Skills

- Strong communication skills, both written and verbal.
- Excellent organizational and time management abilities.
- Ability to work independently and as part of a team.

### Hiring organization

City Of Glasgow College Internship

### Employment Type

Intern

### Duration of employment

6 Months

### Industry

Higher Education

### Job Location

Glasgow, Scotland, United Kingdom, G1,, Glasgow,, Scotland,, United Kingdom,

### Working Hours

8

### Base Salary

10

### Date posted

January 11, 2025

### Valid through

08.01.2026

- Proficiency in using Microsoft Office Suite (Word, Excel, PowerPoint).
- Enthusiastic, proactive, and willing to take on new challenges.
- A positive attitude towards learning and professional development.

### **Job Benefits**

- Competitive salary and benefits package.
- Opportunity to gain valuable work experience in a leading educational institution.
- Mentorship and support throughout the apprenticeship program.
- Access to professional development opportunities and training.
- Exposure to a wide range of departments and functions within the college.
- Enhanced prospects for future employment upon successful completion of the internship.

### **How To Apply**

Interested candidates should submit their CV along with a cover letter detailing their interest in the internship and why they would be a good fit for the program. Applications can be sent via email to or submitted through the City of Glasgow College website.

[Job Vacancies Portal Here:](#)