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Manchester Community College Internship Recent Graduate 2025

Description

The Manchester Community College Internship Program for Recent Graduates 2025 offers an exciting opportunity for recent graduates to gain professional experience in a dynamic, educational environment. This internship is designed to help new graduates develop essential workplace skills while contributing to meaningful projects across various departments within the College. Participants will receive mentorship, develop valuable career skills, and build professional networks to support future career growth.

Responsibilities

- Collaborate with various departments on projects related to student services, administration, academic programming, and more.
- Assist with organizing and executing events, workshops, and initiatives designed to enhance the student experience and improve institutional effectiveness.
- Support faculty and staff with research, curriculum development, and academic support activities.
- Provide administrative assistance in areas such as data entry, report preparation, and correspondence.
- Participate in team meetings and contribute ideas to help improve internal processes and community engagement.
- Assist with outreach efforts, including social media management, marketing campaigns, and community relations.
- Develop and present presentations or reports based on internship projects and assignments.
- Take part in professional development sessions, including workshops and seminars aimed at enhancing career skills and knowledge of higher education practices.

Qualifications

- Recent graduate (within the last 1–2 years) with a completed Associate's or Bachelor's degree from Manchester Community College or another accredited institution.
- Open to graduates from any field of study, though candidates with a background in education, business administration, communications, or student affairs are especially encouraged to apply.
- Minimum GPA of 2.5 (on a 4.0 scale).
- Strong interest in pursuing a career in higher education, administration, or related fields.

Experience

- No prior professional experience is required, but academic projects, volunteer work, or part-time roles in relevant areas (e.g., education, administration, student services) are a plus.

Hiring organization

Manchester Community College Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Higher Education

Job Location

Manchester, Connecticut, United States, 06042,, Manchester,, Connecticut,, United States

Working Hours

8

Base Salary

10

Date posted

December 7, 2024

Valid through

09.12.2026

- Previous experience working in teams, leadership roles, or in student organizations is advantageous.

Skills

- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with basic office equipment.
- Ability to handle multiple tasks and adapt to changing priorities in a fast-paced environment.
- Basic knowledge of social media platforms, marketing tools, and community engagement strategies is a plus.
- Strong interpersonal skills and a positive attitude toward working with diverse populations.

Job Benefits

- Competitive internship stipend or hourly wage.
- Career mentorship and professional development opportunities.
- Access to training workshops and networking events with Manchester Community College staff and alumni.
- Opportunity to build a professional portfolio and gain hands-on experience in higher education.
- Potential for future employment opportunities with Manchester Community College based on performance and availability of positions.
- Access to campus facilities, including libraries, resources, and student support services.

How To Apply

Interested candidates should submit their application through the Manchester Community College Careers portal. Applicants must include a current resume, a cover letter outlining their interest in the program, and unofficial transcripts. Applications will be reviewed on a rolling basis, and interviews will be conducted for shortlisted candidates.

[Job Vacancies Portal Here:](#)