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Nassau Community College Internship Trainee 2024/2025

Description

The Nassau Community College Internship Trainee program offers students an opportunity to gain hands-on experience in a dynamic educational environment. Trainees will assist various departments in delivering academic, administrative, and community services. The internship aims to help participants develop practical skills, build professional networks, and explore career paths in education, administration, and beyond.

Responsibilities

- Assist faculty and staff in daily academic and administrative tasks.
- Provide support to students by offering guidance on college services and resources.
- Participate in events, workshops, and outreach activities for the college community.
- Work with departmental teams on projects involving data entry, documentation, and analysis.
- Collaborate with student organizations to promote community involvement.
- Support IT, library, and administrative offices with operational tasks as needed.
- Attend training sessions to enhance technical, communication, and leadership skills.
- Complete reports and provide feedback on internship experiences for continuous improvement.

Qualifications

- Current enrollment as a student at Nassau Community College or another accredited institution.
- GPA of 2.5 or higher (preferred but not mandatory).
- Ability to commit to the internship for the specified duration.

Experience

- Previous involvement in student organizations, volunteer activities, or part-time work (preferred).
- No prior work experience is necessary, but an eagerness to learn and contribute is essential.

Skills

- Strong communication and interpersonal skills.
- Basic knowledge of Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Time management skills with attention to detail.
- Problem-solving abilities and adaptability in a fast-paced environment.
- Willingness to collaborate with diverse individuals and groups.

Hiring organization

Nassau Community College

Employment Type

Intern

Duration of employment

6 Months

Job Location

Garden City, New York, United States, 600, Garden City, New York, United States

Working Hours

8

Base Salary

10

Date posted

October 30, 2024

Valid through

17.12.2026

Job Benefits

- Gain practical experience in an educational environment.
- Develop professional skills that enhance employability.
- Networking opportunities with faculty, staff, and other professionals.
- Flexible work hours to accommodate academic schedules.
- Certificate of internship completion (if applicable).
- Potential for future career opportunities within the college.

How To Apply

Interested candidates should submit the following documents:

1. A detailed resume.
2. A cover letter explaining your interest in the internship.
3. An unofficial transcript showing current GPA.

[Job Vacancies Portal Here:](#)