

Nottingham College Internship Students Scheme Placements 2025

Description

Nottingham College is excited to offer a rewarding internship opportunity for students in 2025. This internship is designed to provide students with hands-on experience in a supportive and dynamic environment. By joining our team, you will gain valuable exposure to a wide range of tasks, enhance your skills, and contribute to the success of the college community while working on exciting projects. This internship is an excellent opportunity to gain insight into the operations of a large, well-established educational institution.

Responsibilities

- Assist with the planning, development, and execution of student engagement activities and events.
- Provide support to academic departments in the creation and delivery of learning materials and resources.
- Collaborate with the marketing team to develop content for social media, newsletters, and college publications.
- Help manage administrative tasks such as document processing, filing, and record-keeping.
- Support the delivery of student services, including career advice, study support, and wellbeing programs.
- Help with the organization of student recruitment events and open days.
- Participate in project teams to help develop new initiatives aimed at improving student experience and outcomes.
- Provide customer service to students, staff, and visitors, answering queries and assisting with needs.
- Contribute to the development of internal reports and evaluations to track the progress of college programs.
- Take part in any training or development opportunities to support your personal and professional growth.

Qualifications

- Currently enrolled in a relevant degree or academic program (e.g., Education, Business, Marketing, Social Sciences).
- GCSEs in English and Maths (grade C or above).
- No prior work experience required, but a strong interest in the education sector is essential.

Experience

- Any prior voluntary or part-time work experience is beneficial but not essential.
- Experience in extracurricular activities or student organisations would be a plus.
- Exposure to using digital tools or platforms for academic or personal projects is desirable.

Hiring organization

Nottingham College Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Education

Job Location

Nottingham, Nottinghamshire,
United Kingdom, NG., Nottingham,,
Nottinghamshire,, United Kingdom,

Working Hours

8

Base Salary

10

Date posted

January 6, 2025

Valid through

08.01.2026

Skills

- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and basic digital tools.
- Ability to work well in a team and take initiative when needed.
- Strong organisational and time-management abilities.
- A proactive and adaptable approach to work.
- Attention to detail with a focus on quality and accuracy.
- Enthusiasm for supporting student development and college initiatives.

Job Benefits

- Competitive hourly wage or stipend.
- Flexible working hours to fit around academic commitments.
- Professional development opportunities through training and mentorship.
- Access to college resources and employee discounts.
- Networking opportunities with academic staff and industry professionals.
- A supportive and inclusive working environment that encourages growth and learning.
- Potential for future employment opportunities within the college.

How To Apply

Interested students should submit a current CV along with a cover letter outlining their motivation for applying, what they hope to gain from the internship, and how their skills and experiences align with the role. Applications should be sent with the subject line "Nottingham College Internship Students Employment 2025."

[Job Vacancies Portal Here:](#)