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Owens Community College Internship Students 2025 | Open Position

Description

The Owens Community College Internship Program 2025 offers students an opportunity to gain real-world experience, enhance their academic learning, and contribute to the college community. As an intern, you will work closely with faculty, staff, and departments to support various operational and academic functions. This is an excellent chance to apply your knowledge in a professional setting, develop key skills, and build your resume.

Responsibilities

- Assist in day-to-day departmental operations, including administrative and clerical support.
- Contribute to ongoing projects and initiatives within specific departments.
- Provide research support and assist in gathering and analyzing data.
- Help organize events, workshops, and activities related to academic or extracurricular programs.
- Participate in team meetings and collaborate with staff and faculty members.
- Maintain accurate records, files, and documentation as required.
- Assist in the preparation of reports, presentations, or other materials for stakeholders.
- Provide customer service and help with student inquiries, ensuring a positive and helpful environment.
- Perform other duties as assigned to meet the needs of the department.

Qualifications

- Currently enrolled in a degree program at Owens Community College (must be a student at the time of application).
- Preferred academic standing: freshman to senior students.
- Strong academic performance with a minimum GPA of 2.5 (or as determined by the specific department).
- Must be available to commit to the internship program for the required duration (varies by department).

Experience

- No prior work experience required. However, any previous internships, part-time jobs, or volunteer work will be considered an asset.
- Experience in a similar academic or professional environment is a plus but not mandatory.

Skills

- Strong written and verbal communication skills.
- Organizational and time-management abilities.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

Hiring organization

Owens Community College Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Higher Education

Job Location

Perrysburg, OH, United States, 43551,, Perrysburg,, OH,, United States,

Working Hours

8

Base Salary

10

Date posted

December 29, 2024

Valid through

03.12.2026

- Ability to work independently and as part of a team.
- Problem-solving skills and a proactive attitude.
- Detail-oriented with the ability to manage multiple tasks simultaneously.
- A willingness to learn and take on new challenges.

Job Benefits

- Gain hands-on experience in a real-world professional environment.
- Develop key skills that enhance future career prospects.
- Networking opportunities with faculty, staff, and professionals in your field of interest.
- Flexible scheduling to accommodate academic commitments.
- Opportunity for academic credit (if applicable).
- A supportive and educational work environment.
- Potential for future employment opportunities within the college

How To Apply

To apply, please submit the following:

1. Updated resume
2. Cover letter detailing your interest in the internship, relevant skills, and what you hope to gain from the experience.
3. A current transcript unofficial is acceptable.
4. Two references (academic or professional).

[Job Vacancies Portal Here:](#)