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Pitt Community College Internship Employment 2025

Description

The Pitt Community College Internship Program provides students with the opportunity to gain hands-on experience in their chosen field while contributing to the college's overall mission. Interns will work closely with experienced professionals, enhancing their academic learning through practical application in a dynamic, real-world environment. This internship is designed to help students develop critical workplace skills, build professional networks, and apply classroom knowledge in a professional setting.

Responsibilities

- Assist in day-to-day operations within assigned department(s).
- Participate in projects, research, or initiatives under the supervision of experienced staff.
- Attend meetings, workshops, and training sessions as assigned.
- Collaborate with team members to complete tasks and contribute to the achievement of department goals.
- Maintain accurate records and documentation related to projects and activities.
- Provide administrative support, including data entry, filing, and scheduling.
- Communicate effectively with team members, faculty, and students.
- Contribute to problem-solving discussions and offer innovative suggestions to improve operations.
- Assist with the organization of events, programs, or activities as needed.
- Follow all safety and organizational protocols while performing duties.

Qualifications

- Currently enrolled in an undergraduate or graduate program at Pitt Community College or an accredited institution.
- Students must be pursuing a degree or certificate relevant to the internship position.
- Strong academic standing (GPA of 2.5 or above preferred).
- Must be able to commit to the required number of hours per week for the internship duration.

Experience

- Previous internship or work experience related to the field of study is a plus, but not required.
- Experience in using basic office software (e.g., Microsoft Office Suite, Google Workspace) is preferred.
- Exposure to team-based environments and academic projects is desirable.

Skills

- Strong communication skills (written and verbal).

Hiring organization

Pitt Community College Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Higher Education

Job Location

Winterville, North Carolina, United States, 28590,, Winterville,, North Carolina,, United States

Working Hours

8

Base Salary

10

Date posted

December 5, 2024

Valid through

12.12.2026

- Ability to work independently and as part of a team.
- Organizational and time management skills.
- Problem-solving and critical thinking abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) or equivalent.
- Adaptability and eagerness to learn new skills.
- Professional demeanor and a strong work ethic.

Job Benefits

- Gain practical, hands-on experience in your field of study.
- Opportunity to work alongside professionals and faculty members.
- Networking opportunities with peers and industry professionals.
- Development of critical skills to enhance your resume and future career prospects.
- College credit may be awarded upon completion, if applicable.
- Flexible work schedule to accommodate academic commitments.
- Mentorship and guidance from experienced staff members.
- Opportunity to participate in college events and workshops.

How To Apply

- Prepare your resume and a cover letter outlining your interest in the internship and how it aligns with your academic and professional goals.
- Include any relevant transcripts or documents .
- Submit your application through the Pitt Community College Career Services portal or email it directly.

[Job Vacancies Portal Here:](#)