



<https://www.futureinterne.online/job/westchester-community-college-internship/>

Westchester Community College Internship Students Experience 2025

Description

The Westchester Community College Internship Program 2025 offers students the opportunity to gain hands-on experience in their field of study while contributing to the college's mission. Interns will work closely with professionals in various departments to develop practical skills, gain industry knowledge, and enhance their academic learning through real-world exposure. This internship experience will prepare students for future employment opportunities, equipping them with valuable skills for career advancement.

Responsibilities

- Assist in daily operations and tasks within assigned department(s).
- Conduct research, compile data, and prepare reports as required.
- Participate in meetings and brainstorming sessions with staff and leadership.
- Provide administrative support, including document preparation and filing.
- Assist with organizing events, projects, and activities.
- Contribute to departmental initiatives and collaborate with team members.
- Develop and present presentations or findings on project outcomes.
- Ensure a high standard of professionalism, confidentiality, and ethics in all tasks.
- Attend training and development sessions to enhance skills and knowledge.

Qualifications

- Currently enrolled as a full-time student at Westchester Community College.
- Enrollment in a program relevant to the internship position (e.g., Business, IT, Communications, etc.).
- Strong academic performance (minimum GPA 2.5 or higher preferred).
- Must be able to commit to the full internship duration (typically one semester).

Experience

- Prior internship or volunteer experience in a related field is a plus but not required.
- Demonstrated interest in the chosen field of study through academic courses, extracurricular activities, or personal projects is an advantage.

Skills

- Strong written and verbal communication skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, etc.).
- Excellent organizational and time-management skills.
- Attention to detail and problem-solving abilities.
- Positive attitude, willingness to learn, and adaptability to new tasks and

Hiring organization

Westchester Community College
Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Higher Education

Job Location

Valhalla, NY, United States, 10595.,
Valhalla,, NY,, United States,

Working Hours

8

Base Salary

10

Date posted

December 29, 2024

Valid through

09.12.2026

environments.

- Ability to follow instructions and seek guidance when necessary.

Job Benefits

- Hands-on experience in a professional setting.
- Opportunity to network with professionals in the field.
- Mentorship and career guidance from experienced professionals.
- Development of key skills that enhance employability.
- Potential for academic credit (depending on department and program requirements).
- College-based training workshops and events.
- Possible future employment opportunities based on performance.
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How To Apply

Interested students should submit the following materials:

- A current resume.
- A cover letter detailing your interest in the internship and how it aligns with your career goals.
- A copy of your most recent academic transcript.
- Two references.

[Job Vacancies Portal Here:](#)