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Governors State University Internship Application 2025

Description

Governors State University is excited to announce internship opportunities for the year 2024. This internship program offers students a chance to gain hands-on experience in a dynamic educational environment, contributing to their professional development and preparing them for future career opportunities.

Responsibilities

- Assist in the planning and execution of university events and programs.
- Support various administrative tasks within departments such as marketing, admissions, or student affairs.
- Collaborate with university staff on special projects and initiatives.
- Provide excellent customer service to students, faculty, and visitors.
- Conduct research and prepare reports as needed.
- Attend departmental meetings and training sessions.

Qualifications

- Currently enrolled in a college or university program.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal abilities.
- Proficient in Microsoft Office Suite and other relevant software.
- Demonstrated interest in higher education and university operations.

Experience

Previous experience in a similar role or participation in relevant extracurricular activities is a plus but not required.

Skills

- Communication: Clear and effective verbal and written communication skills.
- Teamwork: Ability to work collaboratively with diverse teams.
- Time Management: Strong organizational skills and the ability to manage multiple tasks.
- Adaptability: Flexibility to adjust to changing priorities and responsibilities.
- Initiative: Proactive approach to problem-solving and task completion.

Job Benefits

- Practical experience in a higher education setting.
- Networking opportunities with university professionals.
- Exposure to various aspects of university administration.
- Mentorship and guidance from experienced professionals.
- Potential for academic credit (if applicable).

How To Apply

Hiring organization

Governors State University

Employment Type

Intern

Duration of employment

6 Month

Industry

Education

Job Location

Chicago, Illinois, United States,
60601, Chicago, Illinois, United States

Working Hours

8

Base Salary

10

Date posted

December 12, 2024

Valid through

10.12.2025

Interested candidates should submit a resume, cover letter, and a brief statement of interest. Please specify "GSU Internship Application" in the subject line. Successful applicants will be contacted for interviews.