



<https://www.internshiptimes.online/job/oakton-community-college-internship/>

Oakton Community College Internship Students Program 2025

Description

Oakton Community College is excited to announce internship opportunities for students aiming to gain practical experience in the education sector. The Internship Students Program provides an immersive learning experience, allowing students to contribute to various college functions, work on projects, and collaborate with professionals in the field.

Responsibilities

- **Departmental Support:** Assist in day-to-day tasks within assigned departments, providing support in administrative and operational functions.
- **Project Assistance:** Contribute to ongoing projects, research initiatives, and program development within the college.
- **Student Services:** Support student services activities, including enrollment assistance, orientation programs, and student engagement initiatives.
- **Event Coordination:** Assist in planning and coordinating college events, workshops, and informational sessions.
- **Collaboration:** Work closely with college staff, faculty, and administrators to contribute to the overall success of the college community.

Qualifications

- **Education:** Currently enrolled in an undergraduate or graduate program at Oakton Community College or a related field.
- **Academic Standing:** Good academic standing with a minimum GPA of 2.5 on a 4.0 scale.
- **Communication Skills:** Strong written and verbal communication skills.
- **Team Player:** Ability to work collaboratively in a diverse and dynamic educational environment.

Experience

While prior internship or work experience is not mandatory, any relevant experience in education, student services, or related fields will be considered a plus.

Skills

- **Communication:** Effective communication skills, both written and verbal.
- **Organizational Skills:** Strong organizational and multitasking abilities.
- **Interpersonal Skills:** Ability to work well with diverse groups of students and staff.
- **Adaptability:** Ability to adapt to different tasks and responsibilities as needed.

Job Benefits

- **Professional Development:** Gain exposure to various aspects of higher education and student services.

Hiring organization

Oakton Community College

Employment Type

Intern

Duration of employment

6 Month

Industry

Education

Job Location

Des Plaines, Illinois, United States,
60016, Des Plaines, Illinois, United States

Working Hours

8

Base Salary

10

Date posted

December 19, 2024

Valid through

10.12.2025

- **Networking Opportunities:** Connect with professionals in the education sector and build valuable relationships.
- **Educational Insights:** Access to workshops and seminars to enhance your skills and knowledge.
- **Career Guidance:** Receive mentorship and insights for potential future career paths in education.

How To Apply

Interested candidates should submit their resume, cover letter, and academic transcripts. Please include "Oakton Internship Application " in the subject line. Only shortlisted candidates will be contacted for interviews.

Oakton Community College is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.