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## Arapahoe Community College Summer Internship Students 2025

### Description

Arapahoe Community College is thrilled to offer exciting summer internship opportunities for students in 2024. This program aims to provide a dynamic and enriching experience for students to apply their skills in a higher education setting.

### Responsibilities

- Collaborate with various departments to support ongoing projects and initiatives.
- Assist in planning and executing summer programs and events.
- Provide administrative support to enhance the efficiency of departmental operations.
- Engage with faculty, staff, and students to contribute to a positive campus environment.
- Assist in research, data collection, and analysis for departmental needs.
- Contribute innovative ideas to improve and streamline processes within the college.

### Qualifications

- Currently enrolled as a student at Arapahoe Community College.
- Pursuing a degree in a relevant field (e.g., Business, Education, Communications).
- Strong academic standing with a minimum GPA of 3.0.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and collaboratively within a team.

### Experience

No prior work experience is required, but previous involvement in campus organizations, clubs, or volunteer activities is advantageous.

### Skills

- Time management and organizational skills.
- Strong written and verbal communication abilities.
- Attention to detail and accuracy in tasks.
- Adaptability and willingness to learn.
- Problem-solving and critical-thinking skills.

### Job Benefits

- Hands-on experience in a higher education environment.
- Networking opportunities with faculty, staff, and fellow students.
- Exposure to various aspects of campus operations and administration.
- Professional development and skill enhancement.
- Flexible work hours to accommodate academic schedules.

**Hiring organization**  
Arapahoe Community College

**Employment Type**  
Intern

**Industry**  
Education

**Job Location**  
Castle Rock, Colorado, United States, 80104, Castle Rock, Colorado, United States

**Working Hours**  
8

**Base Salary**  
10

**Date posted**  
February 10, 2026

**Valid through**  
10.12.2028

## **How To Apply**

Interested candidates should submit a resume and cover letter outlining their interest in the Arapahoe Community College Summer Internship 2024. Please use “ACC Summer Internship 2024 Application” as the subject line.