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Westchester Community College Internship Students 2025

Description

Westchester Community College is pleased to offer internship opportunities for students in 2024. This internship program is designed to provide students with valuable hands-on experience in their chosen fields of study. As an intern, you will have the chance to apply classroom knowledge in a real-world setting and contribute to meaningful projects.

Responsibilities

- Collaborate with departmental teams to support daily operations.
- Assist in research, data collection, and analysis.
- Contribute to the development and execution of departmental initiatives.
- Provide administrative support, including filing, organizing, and document preparation.
- Participate in meetings, workshops, and training sessions.
- Perform other duties as assigned by the internship supervisor.

Qualifications

- Currently enrolled as a student at Westchester Community College.
- Pursuing an associate degree or certificate in a relevant field.
- Good academic standing.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Enthusiastic and eager to learn.

Experience

- Previous internship or relevant work experience is a plus but not required.
- Familiarity with the chosen field of study.

Skills

- Proficiency in basic computer skills and Microsoft Office Suite.
- Strong organizational and time management abilities.
- Detail-oriented with a focus on accuracy.
- Willingness to take initiative and contribute ideas.
- Adaptability and openness to learning new skills.

Job Benefits

- Gain practical, real-world experience in your chosen field.
- Networking opportunities with professionals in various industries.
- Exposure to diverse projects and initiatives.
- Mentorship from experienced professionals.
- Certificate of completion at the end of the internship.

Hiring organization
Westchester Community College

Employment Type
Intern

Duration of employment
6 Month

Industry
Education

Job Location
Valhalla, New York, United States,
10595, Valhalla, New York, United States

Working Hours
8

Base Salary
10

Date posted
December 26, 2025

Valid through
10.12.2028

How to Apply

To apply for the Westchester Community College Internship Students 2024 program, please submit your resume, cover letter, and a brief statement of interest. In your cover letter, highlight your relevant skills, your motivation for applying, and how the internship aligns with your academic and career goals. Shortlisted candidates will be contacted for interviews.

Embark on a rewarding internship experience at Westchester Community College and enhance your academic journey with practical skills and industry exposure. We look forward to reviewing your applications!