



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

## Oakton Community College Internship For Students 2024

### Description

Enrich your academic journey with the Oakton Community College Internship for Students 2024. This internship program offers a unique opportunity to gain practical experience in a vibrant educational environment. Join us and contribute to the success of Oakton Community College while developing essential skills for your future career.

### Responsibilities

1. Collaborate with faculty and staff on various academic and administrative projects.
2. Assist in organizing and coordinating campus events, workshops, and student activities.
3. Support student services, including advising, counseling, and enrollment activities.
4. Contribute to marketing and outreach initiatives to enhance student engagement.
5. Assist with research projects and data analysis related to educational programs.
6. Participate in professional development opportunities and networking events.
7. Provide support for technology-related initiatives and e-learning platforms.

### Qualifications

1. Currently enrolled in a relevant undergraduate or graduate program.
2. Strong academic standing with a focus on education, business, communications, or related fields.
3. Excellent communication and interpersonal skills.
4. Demonstrated organizational and multitasking abilities.
5. Ability to work independently and collaboratively in a team.
6. U.S. citizenship or eligibility to work in the country.

### Experience

While prior internship or work experience is not mandatory, any relevant coursework, volunteering, or extracurricular activities in education or related fields will be considered an asset.

### Skills

1. Proficient in Microsoft Office suite and basic technology tools.
2. Strong written and verbal communication skills.
3. Detail-oriented with a commitment to accuracy.
4. Adaptability and eagerness to learn in a dynamic educational setting.
5. Time management and organizational skills.

### Job Benefits

### Hiring organization

Oakton Community College

### Employment Type

Intern

### Duration of employment

6 Months

### Industry

Higher Education

### Job Location

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

### Working Hours

8

### Base Salary

10

### Date posted

May 17, 2025

### Valid through

25.02.2027

1. Exposure to various aspects of higher education administration.
2. Networking opportunities with educators, administrators, and students.
3. Professional development and mentorship opportunities.
4. Hands-on experience in a diverse and inclusive educational community.
5. Potential for recommendation letters and references for future career opportunities.

**How To Apply**

Interested candidates should submit a resume, cover letter, and a brief statement outlining their interest in the Oakton Community College Internship for Students to Oakton Internship Coordinator. Please include "Oakton Internship 2024 Application" in the subject line. Shortlisted candidates will be contacted for interviews.