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Eastern Gateway Community College Internship Program 2026

Description

Eastern Gateway Community College (EGCC) is seeking motivated and enthusiastic interns to join our vibrant campus community for the 2026 Internship Program. This program offers valuable hands-on experience in a supportive learning environment. Interns will gain exposure to various aspects of higher education administration and contribute to the success of the college.

Responsibilities

- Assist faculty and staff with administrative tasks and projects.
- Support student services departments with various initiatives.
- Collaborate with instructors to develop educational materials (may vary by department).
- Conduct research and compile data for reports and presentations.
- Participate in campus events, workshops, and orientations as needed.
- Provide exceptional support to students and visitors.
- Assist with marketing and promotional activities (depending on the internship placement).
- Perform other duties as assigned by supervisors.

Qualifications

- Currently enrolled at Eastern Gateway Community College.
- Minimum GPA of 3.0 (or equivalent).
- Strong work ethic, with a commitment to professionalism and punctuality.
- Excellent communication, interpersonal, and organizational skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

Experience

- Prior internship experience in a professional setting.
- Volunteer experience in a related field.
- Experience working in a fast-paced environment.

Skills

- Excellent written and verbal communication skills.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and manage time effectively.
- Adaptability and willingness to learn new skills.
- Proficiency in social media platforms (a plus).

Job Benefits

- Gain valuable hands-on experience in a dynamic educational environment.
- Receive mentorship from experienced faculty and staff members.

Hiring organization

Eastern Gateway Community College

Employment Type

Intern

Duration of employment

6 Months

Industry

Education Administration Programs

Job Location

Steubenville, Ohio, United States, 43952, Steubenville, Ohio, United States

Working Hours

8

Base Salary

10

Date posted

March 9, 2026

Valid through

28.04.2027

- Network with faculty, staff, and students, building professional connections.
- Potential to earn academic credit or stipend (depending on program and department).
- Access to professional development resources and training.

How To Apply

Interested candidates should submit a cover letter, resume, and unofficial transcript to the EGCC Career Development Center by [application deadline]. You can also inquire about the program and specific internship opportunities by contacting careerservices@egcc.edu.