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Santa Fe College Internship Program 2026 Apply Online

Hiring organization
Santa Fe College

Employment Type
Intern

Duration of employment
6 Months

Industry
Higher Education

Job Location
Gainesville, Florida, United States, 32601, Gainesville, Florida, United States

Working Hours
8

Base Salary
10

Date posted
October 4, 2026

Valid through
19.02.2027

Description

Santa Fe College offers a diverse internship program for enthusiastic students seeking real-world experience and professional development. Interns will have the opportunity to work alongside experienced faculty and staff across various departments, contributing to the college's dynamic environment. This program is designed to:

- Provide hands-on experience in various fields relevant to your academic studies.
- Develop essential professional skills and gain valuable workplace knowledge.
- Network with professionals and build connections within your chosen field.
- Enhance your resume and increase your competitiveness for future career opportunities.

Responsibilities

- Assist with department-specific tasks as assigned, which may include:
  - Administrative support (filing, data entry, answering phones)
  - Research and project assistance
  - Event planning and coordination
  - Marketing and social media support
  - Content creation and writing
- Attend department meetings and actively participate in team discussions.
- Maintain a professional and positive demeanor while adhering to college policies.
- Demonstrate initiative, reliability, and a strong work ethic.

Qualifications

- Currently enrolled student at Santa Fe College.
- Minimum GPA of 2.5 (preferred).
- Strong communication, interpersonal, and collaboration skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

Experience

- Prior volunteer or internship experience (preferred).
- Experience relevant to your academic field or desired internship (a plus).

Skills

- Excellent organizational and time management skills.
- Strong attention to detail and accuracy.
- Ability to learn new skills quickly and adapt to a dynamic environment.

- Problem-solving and critical thinking skills.
- Proficient in technology and social media platforms (a plus).

Job Benefits

- Gain valuable hands-on experience in a professional college setting.
- Develop and enhance your professional skills and knowledge.
- Network with faculty and staff, building valuable connections for your future career.
- Strengthen your resume and stand out to potential employers.

How to Apply

Interested students are encouraged to visit the Santa Fe College Career Services website at https://www.sfcollege.edu/careerplacement/students/ to:

- Explore available internship opportunities across various departments.
- Learn about specific requirements and application deadlines for each position.
- Submit a resume, cover letter, and any other required application materials online.