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Houston Community College Internship Undergraduate 2026

Hiring organization
Houston Community College

Employment Type
Intern

Duration of employment
6 Months

Industry
Education

Job Location
Houston, Texas, United States, 77002, Houston, Texas, United States

Working Hours
8

Base Salary
10

Date posted
November 21, 2026

Valid through
26.02.2027

Description

Houston Community College (HCC) is delighted to offer internship opportunities for enthusiastic undergraduate students seeking valuable experience and professional development. Our internship program provides a platform for students to apply their academic knowledge in a real-world setting, preparing them for successful careers in their chosen fields.

Responsibilities

- Collaborate with departmental teams to support various projects and initiatives.
- Assist in research, data analysis, and report generation.
- Contribute to the development and execution of programs and events.
- Attend meetings and workshops to enhance skills and knowledge.
- Complete assigned tasks and projects within specified deadlines.

Qualifications

- Currently enrolled as an undergraduate student at Houston Community College.
- Pursuing a degree in a relevant field (specify field if applicable).
- Strong academic performance and a passion for learning.
- Excellent communication and interpersonal skills.
- Ability to work independently and in a team environment.

Experience

No prior professional experience is required. This internship program is tailored for undergraduate students eager to gain practical exposure and skill development in their chosen field.

Skills

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong organizational and time-management skills.
- Attention to detail and accuracy in work.
- Effective problem-solving and critical-thinking skills.
- Eagerness to learn and adapt to new challenges.

Job Benefits

- Hands-on experience in a professional work environment.
- Mentorship and guidance from experienced professionals.
- Networking opportunities within the college and community.
- Exposure to various facets of the chosen field.
- Certificate of completion and recommendation letter available upon successful internship conclusion.

How To Apply
Interested candidates should submit their resume and a cover letter detailing their interest in the internship, relevant coursework, and career goals. Please send your application with the subject line “HCC Undergraduate Internship Application 2026.”

Houston Community College is an equal opportunity employer and is committed to fostering diversity and inclusion. We encourage applications from individuals of all backgrounds and identities.