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Middlesex Community College Internship Program 2026

Hiring organization
Middlesex Community College

Employment Type
Intern

Duration of employment
6 Months

Industry
Education

Job Location
Bedford, Massachusetts, United States, 01730, Bedford, Massachusetts, United States

Working Hours
8

Base Salary
10

Date posted
August 30, 2026

Valid through
24.02.2027

Description

Middlesex Community College is excited to offer internship opportunities for students eager to gain hands-on experience and professional development. Our Internship Program provides a unique opportunity for individuals 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 ongoing projects and initiatives.
- Assist in research, data analysis, and report generation.
- Contribute to the planning and execution of college events and programs.
- Engage in professional development activities and workshops.
- Complete assigned tasks and projects within specified deadlines.

Qualifications

- Currently enrolled as a student at Middlesex Community College.
- Pursuing a degree in a relevant field (specify field if applicable).
- Strong academic performance and a passion for learning.
- Excellent organizational and time-management skills.
- Effective communication and interpersonal abilities.

Experience

No prior professional experience is required. This internship program is designed for students seeking practical exposure and skill development in their chosen field.

Skills

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong written and verbal communication skills.
- Ability to work collaboratively in a team environment.
- Eagerness to learn and adapt to new challenges.
- Attention to detail and commitment to accuracy.

Job Benefits

- Hands-on experience in a college setting with diverse projects.
- Mentorship and guidance from experienced professionals.
- Networking opportunities within the college community.
- Exposure to various aspects of college administration and operations.
- 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 “Middlesex Community College Internship Application 2026.”

Middlesex Community College is an equal opportunity employer and encourages applications from individuals of all backgrounds and identities.