

WillCounty

Summer Internship Program

Organization Name	Joliet Junior College
Industry	Education/Community College
Internship Title	College Academic Intern (Multiple Departments)
Hours per Week	20
Rate of Pay	13.00
Start/End Dates	June 3/July 12

About Company

Proudly recognized as the first community college in the United States, Joliet Junior College continues to set the example as an affordable, quality institution dedicated to student learning. Located in the south Chicago suburbs, Joliet Junior College is the nation's first public community college. JJC is made up of six campuses and education centers and serves approximately 27,000 students each year.

Position Description

We seek a motivated and enthusiastic high school student to join our community college summer internship program. This internship offers a unique opportunity to gain valuable work experience, develop essential skills, and explore potential career paths. As an intern, you will be exposed to various aspects of our institution and support our mission to provide high-quality education and services to our community.

Responsibilities/Learning Outcomes

- Develop insight into career fields of interest and potential opportunities.
- Work within various departments and programs throughout the college.
- Complete daily office and administrative tasks as assigned.
- Acquire experience and develop new skills to add to a resume.
- Build a network of career professionals to enhance college applications and other self-chosen post-graduation academic and career paths.

Knowledge, Skills, Abilities/Interests Desired

Minimum Qualifications

- Be at least 16 years old and a junior, senior, or will be a recent graduate from Joliet Township School District 204.
- Students will be required to have their own transportation.
- Strong communication and interpersonal skills.
- Basic computer skills and familiarity with common software applications.
- A willingness to learn and take on new tasks.
- Enthusiasm for education and community engagement.

Physical Demand of Position

•Normal office physical demands. • Duties are performed indoors in the usual office environment, along with other areas of campus. • This paid internship meets the Federal Fair Labor Standards Act and complies with all state laws regarding interns.

Documents Required[Resume](#)[Cover Letter](#)**Business Contact**

Monique Clayborne

Title

Programming Support Specialist

Contact Number

(815) 280-2801

E-mail

mclaybor@jjc.edu