



HOUSTON COMMUNITY COLLEGE

Job Title: Student Intern-Professional
Department/
College: Reports To: Office of Entrepreneurial Initiatives
FLSA Status:
Part Time Grade Job Part-Time
Code:

SUMMARY

Under direct supervision, assigned to a department or college to perform projects and tasks that expands educational interest while developing greater hands-on experience and understanding of the related business processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Perform developmental and/or rotational assignments.
2. Assist with conducting research, collecting and organizing data, performing analyses and preparing reports.
3. Recommend, design and implement enhancements to related business processes.
4. Propose solutions to existing problems and discuss recommendations with administrative personnel.
5. Participate in studies or projects that support department/college goals.
6. Write speeches, answer correspondence, maintain files, and assists in scheduling and coordinating events.
7. Provide professional support to other areas as needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the essential duties and responsibilities listed above. The qualifications listed below are representative of the education, experience, knowledge, skills, and/or abilities required.

EDUCATION

High school diploma or GED required.

Current student enrolled in a college or university that requires an internship.

EXPERIENCE

1 year experience in an office environment preferred.

College studies in related business process preferred, but not required.

KNOWLEDGE, SKILLS AND ABILITIES

1. Excellent organizational and documentation skills using alphabetical and numerical formats.
2. Strong attention to detail.
3. Possess critical thinking/problem solving skills.
4. Understanding of Microsoft Word and Excel computer applications.
5. Excellent good written and oral communication skills.
6. Able to communicate courteously and effectively with a diverse population.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

This job description may be revised upon development of other duties and changes in responsibilities.



FACULTY REFERRAL FORM

Applicant Name:

Applicant e-mail:

APPLICANT: A professor or official academic advisor should complete the referrer section. This person should be someone who is familiar with your work and academic potential. Only one referrer is required; please do not submit additional forms as they will not be reviewed or influence your acceptance into the program.

REFERRER: The goals of the internship are to orient the student to principles and practices in the business field including general business administration, human resources, operations, sales and digital marketing; and broaden concepts of entrepreneurship by increasing awareness of needs, challenges and career opportunities in the field.

Students participating in the internship will work on current, relevant business issues under the close supervision of experienced professionals. The students are expected to apply skills learned in the classroom to practical problems as well as learn new critical skills through their internship. Students also get first-hand experience working within the business world. Your evaluation of the student plays an important part in the selection process. As such, we ask that you evaluate not only the student's academic ability, but also his or her maturity and ability to work within a professional setting.

IMPORTANT: For a complete application package, we ask that you complete this form and attach a letter of recommendation on your organization's letterhead.

Name:

Title:

Institution:

Department:

E-mail:

Phone Number:

1. Please describe briefly, how long you have known the applicant and in what capacity?

2. In comparison with other students you have known; please rate the applicant on the following characteristics:

	Excellent	Good	Average	Poor	Unknown
Initiative	<input type="checkbox"/>				
Written Communication	<input type="checkbox"/>				
Verbal Communication	<input type="checkbox"/>				
Ability to synthesize material	<input type="checkbox"/>				
Ability to acquire new skills	<input type="checkbox"/>				
Personal Relationships	<input type="checkbox"/>				
Maturity and Dependability	<input type="checkbox"/>				
Professional Demeanor	<input type="checkbox"/>				
Overall Assessment	<input type="checkbox"/>				

3. I would would not select this student to work under my supervision.

Signature:

Today's Date: