****

**COLLEGE INTERNSHIP PROGRAM**

**Position:** Intern **Division:** All

**DUTIES:**

Under general supervision of designated department staff, the successful applicant will be responsible for performing clerical and physical duties in various departmental areas at Coastal Pines Technical College. Additional job responsibilities will be identified and assigned as needed.

**MINIMUM QUALIFICATIONS:**

* Accurately complete the application package
* Must be able to keep work related information confidential

**PREFERRED QUALIFICATIONS:**

* Ability to work as part of a creative team.
* Ability to meet deadlines while working on multiple projects simultaneously.
* Ability to work in a fast-paced environment.
* Self-motivation skills

**APPLICATION DEADLINE:**

Open until filled.

**SALARY/BENEFITS:**

Salary will be determined in accordance with guidelines established by the Technical College System of Georgia. This is a part-time position and is not eligible for benefits.

**APPLICATION PROCESS:**

Interested applicants should apply via [CPTC ONLINE JOB CENTER](https://apps.bluefinhr.com/JC_CoastalPines/joblistings/joblistings.aspx) by completing the online application form. The letter of interest and resume along with additional documentation specific to the position must uploaded to the Job Center. Incomplete application packages cannot be considered for an interview and will not be forwarded to the hiring supervisor. A criminal background check and a driver’s motor history report will be conducted prior to employment.

|  |
| --- |
| **Equal Opportunity Statement**Coastal Pines Technical College (CPTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to coordinate the College’s implementation of non-discrimination policies: Katrina Howard, Title IX Coordinator, Jesup Campus, 1777 West Cherry Street, Jesup, Georgia, khoward@coastalpines.edu , 912.427.5876; Emily Harris, Title IX Coordinator, Waycross Campus, 1701 Carswell Avenue, Waycross, Georgia, eharris@coastalpines.edu, ; Katie Rutland, ADA/Section 504 Coordinator & Title IX Coordinator for all students, All Campuses 1777 West Cherry Street, Jesup, Georgia, krutland@coastalpines.edu, 912.424-3645 |