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Loyalist College Internships 2026 Apply Here

Hiring organization
Loyalist College

Employment Type
Intern

Duration of employment
3 Months

Industry
Higher Education

Job Location
Belleville, Ontario, South Africa, K8N, Belleville, Ontario, South Africa

Working Hours
09

Date posted
August 21, 2026

Valid through
31.01.2028

Description

Loyalist College is excited to offer internship opportunities to enthusiastic and motivated individuals who are eager to gain hands-on experience in a dynamic educational environment. As an intern with Loyalist College, you will have the chance to contribute to meaningful projects, collaborate with experienced professionals, and enhance your skills in a supportive and inclusive workplace.

Responsibilities

- **Project Support:** Assist in the planning, execution, and evaluation of various projects and initiatives within the college.
- **Collaboration:** Work closely with different departments and teams to gain exposure to various facets of the institution, including administration, academic affairs, student services, and more.
- **Research and Analysis:** Conduct research on industry trends, best practices, and relevant data to support decision-making processes.
- **Event Coordination:** Participate in the planning and execution of events, workshops, and activities organized by Loyalist College.
- **Documentation:** Prepare reports, presentations, and documentation to communicate project outcomes and findings effectively.
- **Professional Development:** Take advantage of learning opportunities, mentorship, and networking events to enhance personal and professional growth.

Qualifications

- Currently enrolled in a relevant academic program at Loyalist College or a similar institution.
- Strong communication, organizational, and interpersonal skills.
- Ability to work independently and collaboratively in a team environment.
- Proficiency in Microsoft Office Suite and other relevant tools.
- Eagerness to learn, adapt, and contribute to the success of the internship program.

Job Benefits

- Gain practical experience in a diverse and dynamic educational setting.
- Access to mentorship and professional development opportunities.
- Networking opportunities with experienced professionals in the education sector.
- Exposure to innovative projects and initiatives that impact the college community.

Contacts

1. **Prepare Your Application Documents:**
    - Update your resume to highlight your relevant education, skills, and experiences.

    - Write a cover letter expressing your interest in the internship, explaining why you are a suitable candidate, and how your skills align with the responsibilities outlined in the job description.
2. **Compose an Email:**
    - Open your email client and create a new email.
3. **Enter the Subject Line:**
    - Clearly mention the position you are applying for. For example: “Application for Loyalist College Internship – [Your Name]”
4. **Compose the Email Body:**
    - Start with a professional salutation.
    - Briefly introduce yourself and express your interest in the internship.
    - Mention that your resume and cover letter are attached.
    - Include any additional information or details requested in the job description.
5. **Attach Resume and Cover Letter:**
    - Attach your updated resume and cover letter to the email. Ensure the files are in a common format such as PDF or Word.
6. **Double-Check:**
    - Review your email for any typos or errors.
7. **Send Your Application:**
    - Click the “Send” button to submit your application.
8. **Confirmation:**
    - After sending the email, you may receive an automated confirmation. If not, you can follow up with a polite email after a week to confirm receipt and express your continued interest in the position.