



GRAND RAPIDS COMMUNITY COLLEGE

Provost Office Internship

The Office of the Provost is seeking an intern which will provide an opportunity to gain practical experience in higher education administration while supporting the daily operations of the Office of the Provost. The intern will assist with projects related to Academic and Student Affairs, including event coordination and project management. This position supports the development of skills in research, communication, and professional collaboration while offering exposure to academic governance, institutional decision-making, and the strategic priorities of the college.

Department: Provost Office

Location: Grand Rapids, Michigan

Duration: May-August 2026 (40 hours per week for 12 weeks) OR April 2026-April 2027 (up to 28 hours per week for one year with an opportunity for the internship to be extended after the first year)

Perks: Paid internship (\$18 hr) and free parking

Internship Responsibilities:

Event Coordination

- Assist in coordinating and providing logistical support for academic events, recognition ceremonies/celebrations, and similar events on behalf of the Provost's Office, as needed and appropriate
- Participate in Commencement ceremony, as needed and appropriate

Project Management

- Support academic and student initiatives by assisting with project tracking and strategic priorities within the Provost's Office.
- Perform special projects and other duties as assigned

Provost Office Operations and Initiatives

- Collaborate with the Executive Assistant to the Provost to support office operations and initiatives

Desired Requirements:

- Current graduate student enrolled in a masters program (preferably in higher education administration or college student affairs leadership).
- High level of professional skills (communication, responsiveness, troubleshooting, etc.).
- Strong organizational, time-management, and problem-solving skills with the ability to manage multiple tasks and meet deadlines. Demonstrated initiative, accountability, and ability to work independently and collaboratively.
- Proficiency in Microsoft Office applications and Google Workspace
- Strong written and verbal communication, organizational, and interpersonal skills
- Professionalism and reliability in both independent and team settings

Please contact the Provost Office at provost@grrc.edu.