



MISSISSIPPI COMMUNITY COLLEGE BOARD INTERNSHIP PROGRAM INFORMATION

The Mississippi Community College Board (MCCB) Internship Program is open to students enrolled in any institution of higher learning. MCCB's internship program is designed to offer hands-on opportunities for students interested in education administration, under the guidance of experience professionals, to expand career skills and knowledge as transferable preparation for other employment settings. MCCB internships are non-salaried.

Internship Positions Available:

Opportunities are available throughout the year. See MCCB's website, www.mccb.edu for available internships.

Who is eligible for an internship?

- Students must have junior or senior standing (minimum of 60 hours completed)
- The minimum GPA requirement is 2.75
- Students must be in good standing in all areas of study

In the process of completing the internship, the student will:

- Explore career interests;
- Apply skills learned in the classroom;
- Learn new skills;
- Earn college credit; and
- Develop professional and personal skills.

Documents required for an MCCB internship:

Candidates must submit a complete package (all required documents) for consideration. Some positions may require additional items. Incomplete applications will not be reviewed.

- Resume
- Transcripts
- MCCB Internship Application
- Statement of purpose/expectations

The Mississippi Community College Board is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, age, disability or veteran status.

- Statement of expected availability
- Unpaid Internship Agreement

Desired outcome of an MCCB internship.

When finished with the internship, the student will have completed a dossier containing three parts: a daily log describing everyday internship activities, a compilation of protocols, and a final report. Evaluations by the intern mentor/ supervisor are designed to provide the student with valuable feedback for professional and personal development.

All interns are subject to the MCCB's code of conduct.

Mail, Fax or email Application documents to:

Human Resources Department – Internship
Program
Mississippi Community College Board
3825 Ridgewood Road
Jackson, Mississippi 39211
Fax: 601-432-6375
Email: hr@mccb.edu

For additional information:

MCCB's Website: www.mccb.edu
MCCB's Human Resources Department –
601-432-6524

To the Applicant: Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.



Mississippi Community College Board Application for Internship

PERSONAL INFORMATION

Name

Address

City

State

Zip

Phone number

Email address

Are you legally eligible to work in the U.S.?

If you are not a U.S. Citizen, are there any restrictions on your work eligibility?

Yes

No

Are you a veteran?

Yes

No

If selected for an internship are you willing to submit to a background check?

Yes

No

POSITION INFORMATION

Title of internship for which you are applying

Available start date

Expected end date

Are you requesting that your college grant credit hours?

Yes

No

School Name – Contact Information and Mailing Address:

The Mississippi Community College Board is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, age, disability or veteran status.

EDUCATION

School/College Name	Location	Dates Attended From / To		Degree received	Major

COURSES TAKEN

If college credit is earned but no degree, indicate the total number of credit hours earned	How many additional credit hours do you need to receive a degree?
---	---

Indicate any special courses or training programs not reported above that relate to the type of internship you are seeking.

Indicate and explain any work-related skills, activities or experience you have obtained through unpaid work, volunteer work, skills developed as a hobby, etc.

Community/Professional organizations: _____

Scholastic Honors and/or Licenses: _____

List any published articles: _____

EMPLOYMENT HISTORY *(include paid, volunteer, and intern positions)*

PLEASE LIST MOST RECENT EMPLOYMENT FIRST

Employer (1)		Job Title	
Start Date	End Date		Full-Time Part-Time
Work phone	Paid, Non-paid, Volunteer, or Intern Status		
Address	City	State	Zip
Job Duties		Reason for Leaving	
Employer (2)		Job Title	
Start Date	End Date		Full-Time Part-Time
Work phone	Paid, Non-paid, Volunteer, or Intern Status		
Address	City	State	Zip
Job Duties		Reason for Leaving	
Employer (3)		Job Title	
Start Date	End Date		Full-Time Part-Time
Work phone	Paid, Non-paid, Volunteer, or Intern Status		
Address	City	State	Zip
Job Duties		Reason for Leaving	

REFERENCES *(business and professional only)*

Name	Organization	Title	Phone

SIGNATURE DISCLAIMER

The information provided in the Application for Internship is true, correct, and complete. If selected, any misstatement or omission of fact on this application may result in my dismissal. I understand that acceptance of an offer of internship does not create a contractual obligation upon the employer to employ me in the future. If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained, you must provide at my request the name and address of the agency, so that I may obtain from them the nature and substance of the information contained in the report.

Name (printed)

Date

Signature

For College Credit

Student's Signature

Date

Department Chairman's Signature

Date

Division of Human Resources
Mississippi Community College Board
3825 Ridgewood Road
Jackson, MS 39211
601-432-6524

Submit By Email:

Download and save the application.

Send the complete application along with your resume, transcripts, and three letters of reference to: HR@MCCB.edu

Equal Employment Opportunity/Affirmative Action

The MCCB adheres to the principle of equal educational and employment opportunities as mandated by each of the five statutes that the Equal Employment Opportunity Commission enforces to prohibit job discrimination by both private and governmental agencies.

The MCCB is an Equal Opportunity employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.

Internal Use Only

Applicant Number _____

Date Submitted _____