

# UNSW College Internship Program

UNSW College offers paid internships to current students who are wishing to gain work experience and build their professional profiles whilst studying at the College.

- A maximum term of 3 months is offered for internship roles.
- Paid work experience that helps you gain an advantage.
- Letters of recommendation are issued to assist with future job applications.

## Customer Service Internship

Becoming a UNSW College Customer Service Intern offers an excellent opportunity to gain practical experience in managing customers and ensuring smooth operations. The ideal candidate is friendly and has excellent interpersonal and problem-solving skills.

### Responsibilities:

- You will be a student ambassador in our Student Services team, helping other students with their enquiries
- You will support the Student Services team with administrative
- You will liaise with different business teams for set up and smooth running of events
- You will measure success by assisting in gathering feedback from participants and stakeholders and identifying areas for improvement.

### Requirements:

- This is a part-time internship position requiring a commitment of 3-4 hours per week
- You must be currently enrolled with overall class attendance above 90%
- You have excellent verbal and written communication skills
- You have a keen eye for detail and creativity
- You are organised, you can work independently and collaborate effectively

**Interested to apply for an Internship? Email your cover letter telling us why you should be an intern: [intern@unswcollege.edu.au](mailto:intern@unswcollege.edu.au)**