



NOVA CORPS STUDENT INTERNSHIP PROGRAM



NOVA | Northern Virginia
Community College

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NOVA CORPS

Student Affairs Paid Student Internship Program



The mission of NOVA Corps is for current NOVA students to integrate their classroom knowledge in the workplace while serving as interns to help prospective, new and current students start and finish strong at NOVA thus developing professional skills needed for jobs after college.

APPLICATION PERIODS

During the periods listed below, the internship application will be posted on [Career Connection](#) and advertised in the Daily Flyer, Nighthawk newsletter and social media.

Application Periods	Internship Starts
June 10 – June 20	Fall term - August
November 1 – November 10	Spring term - January
<i>No application period for the summer term</i>	

Contact: Information@nvcc.edu

BENEFITS

Students Helping Students

- Gain valuable work experience while you learn
- Develop leadership, communication, teamwork and problem-solving skills that prepare you for jobs after college
- Network opportunity with NOVA staff
- Paid internship: \$18 per hour
- Flexible part time work schedule
- Free parking permit (park in student B-lot)
- Casual dress code with free NOVA t-shirts

REQUIREMENTS

- Solid communications skills
- Active student account with prior semester enrollment (*dual enrolled students not eligible*)
- Was enrolled in at least six credits for a prior spring, summer or fall semester
- Must be pursuing a degree or certificate program (*non-credit classes/programs not applicable*)
- Four-day mandatory onsite training located in Fairfax, VA
- Maintain satisfactory academic progress and conduct
- Must be able to work 20 hours per week
- One year commitment, which includes a fall and spring semester (*working only in the summer semester is not an option*)
- Must be able to work at the assigned campus/location

NEED AN INTERN FOR AN EVENT?

If you are hosting an on-campus event and would like support from NOVA Corps interns, email your request and include the following details:

- Name of the event
- Date(s) & time(s) of the event
- Where the event will take place (i.e., campus/building/room, etc.)
- The specific times the interns are needed for the event
- Where the interns should meet the event coordinator
- Number of interns needed
- Specify the duties/tasks interns will be expected to perform

Please provide at least 10 business days notice.

Email request to: Information@nvcc.edu

Allow 3 business days for a response.

FAQS

Do I have to work 20 hours per week? All NOVA Corps interns are required to work 20 hours per week unless time off is requested.

Can I just work for the summer semester? No. NOVA Corps program require interns to work a fall and spring semester. The summer semester is optional.

This is my first semester at NOVA, can I apply for upcoming start date? No. NOVA Corps interns must have completed at least one full semester at NOVA prior to applying. This allows new students to start strong at NOVA without work pressure during their first semester at NOVA.

How often do interns get paid? Interns are paid on a bi-weekly basis via direct deposit.

FAQS - CONTINUED

Can I take time off from work? Absolutely. Interns are trained how to submit request for time off during training.

If I graduate /transfer from NOVA, can I continue to work for NOVA Corps? No. NOVA Corps is an internship program for current NOVA students.

What is the pay? NOVA Corps interns are paid \$18 per hour.

Are NOVA Corps interns eligible for free tuition? No. However, interns are eligible for free parking permit to the B-lot.

Are NOVA Corps interns paid for holidays and winter break? No.

FAQS - CONTINUED

Where do interns work? NOVA Corps interns are assigned primarily to various campus Student Affairs units including Enrollment Services, campus & virtual advising, Student Life, Accommodations & Accessibility and more. There are NOVA Corps interns on all six campuses. Interns are not assigned to work at the centers and external locations.

Can I work for a specific academic program? NOVA Corps interns are not assigned to academic departments.

How many credits do I have to be enrolled in to be eligible for NOVA Corps? During the fall and spring semester, interns are expected to be enrolled at least half time (6 credits) per semester. Summer semester is optional.