

<https://www.jobzfrica.com/job/unisa-internship/>

## UNISA Internship Program Apply Now 2025

### Description

The UNISA Internship Program offers a structured learning experience for individuals seeking practical exposure and professional development within the academic and administrative departments of the university. Interns will have the opportunity to work alongside experienced professionals, gaining hands-on experience while contributing to the university's mission of excellence in education.

### Responsibilities

- Collaborate with departmental teams to support ongoing projects and initiatives.
- Assist in research activities, data collection, analysis, and reporting.
- Contribute to the development and implementation of educational programs and courses.
- Support administrative tasks such as filing, record-keeping, and documentation.
- Assist in organizing and coordinating events, workshops, and conferences.
- Participate in departmental meetings and provide input for process improvement.
- Support student services initiatives, including providing assistance and guidance to students.
- Engage in professional development opportunities and training sessions.
- Adhere to UNISA policies, procedures, and ethical standards.
- Maintain a professional and respectful attitude towards colleagues, students, and stakeholders.

### Qualifications

- Currently enrolled in or recently completed a relevant degree program (e.g., Education, Business, Social Sciences, IT, etc.).
- Strong academic record and a genuine interest in the field of higher education.
- Excellent written and verbal communication skills.
- Strong organizational and time management skills.
- Proficiency in Microsoft Office Suite and other relevant software.
- Ability to work independently and collaboratively in a team environment.
- Attention to detail and a commitment to delivering high-quality work.
- Adaptability and willingness to learn and take on new challenges.
- Demonstrated interpersonal skills and the ability to build positive relationships.
- Knowledge of UNISA's mission and values is an advantage.

### Job Benefits

- Practical Experience: UNISA internships provide valuable hands-on experience in various academic and administrative departments. Interns have the opportunity to apply theoretical knowledge gained during their studies to real-world situations, enhancing their skills and competencies.

### Hiring organization

UNISA

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Higher Education

### Job Location

Pretoria, Gauteng, South Africa,  
0001, Pretoria, Gauteng, South Africa

### Working Hours

09

### Date posted

December 5, 2024

### Valid through

13.06.2028

- **Professional Development:** Interns receive mentorship and guidance from experienced professionals at UNISA. They have the chance to learn from experts in their field, gain insights into the industry, and develop practical skills that can contribute to their future careers.
- **Networking Opportunities:** Internships at UNISA allow interns to build a professional network by connecting with faculty members, administrators, and other interns. Networking can lead to future career opportunities, references, and collaborations.
- **Exposure to Higher Education:** Interns gain a comprehensive understanding of the higher education sector by working within an esteemed institution like UNISA. They get exposure to academic and administrative processes, educational programs, and student services, enhancing their knowledge of the education industry.
- **Personal Growth:** Internships provide opportunities for personal growth and self-improvement. Interns can develop skills such as communication, teamwork, time management, and problem-solving, which are valuable in any professional setting.
- **Career Exploration:** UNISA internships allow individuals to explore potential career paths within the academic or administrative domains. By working in different departments, interns can gain insights into their interests, strengths, and preferences, helping them make informed career decisions.
- **References and Recommendations:** Successful completion of an internship at UNISA can lead to strong references and recommendations from supervisors and mentors. These endorsements can enhance interns' credibility and competitiveness in future job applications.
- **Cultural and Diversity Exposure:** UNISA embraces diversity, and interns have the opportunity to work in a multicultural environment. This exposure fosters cultural competence and broadens interns' perspectives.
- **Professional Work Environment:** Interns experience working in a professional setting, adhering to UNISA's policies, procedures, and ethical standards. They learn about workplace etiquette, professionalism, and organizational dynamics, contributing to their overall professional development.

## Contacts

Interested candidates should submit their updated resume, cover letter, and any relevant certifications or supporting documents to the UNISA Human Resources Department via the official UNISA website. Please refer to the specific internship posting and application instructions available on the website for detailed guidelines on submitting applications.