Glendale Community College District Internship Positions

Glendale Community College District is embarking on a multi-year transformation to implement Oracle Cloud systems for Human Resources and Financials. This initiative will modernize and streamline campus-wide business processes in support of Glendale's mission.

As part of this effort, we're launching a student internship program in partnership with Huron Consulting Group, our implementation partner. Interns will play a meaningful role in the project's success while gaining valuable, real-world experience in project management, technology, and business operations.

What We're Looking For:

- Strong communication skills to clearly share ideas and information
- Self-motivated and eager to learn
- A collaborative mindset and willingness to take on challenges
- Availability to work a hybrid schedule (combination of remote and onsite work)
- Availability to work up to 20 hours per week

This is a unique opportunity to contribute to a major institutional initiative and build skills that will benefit your future career.

Project Coordinator (January 2026 – February 2027)

Project coordinators will support the coordination and execution of a large-scale Oracle Cloud implementation. This role offers hands-on experience with project tools and processes in a dynamic, real-world environment.

Preferred Skills:

- Basic proficiency in Microsoft Excel, Word, and PowerPoint
- Familiarity with Smartsheet is a plus
- Strong attention to detail, writing, and communication skills

Responsibilities May Include:

- Scheduling meetings such as design workshops, testing sessions, and team check-ins
- Managing project trackers in Smartsheet (e.g., Project Plan, Action Items)
- Creating PowerPoint presentations for various stakeholder meetings
- Supporting other project-related tasks as assigned

Location: Hybrid - onsite at Verdugo campus and remote
Pay Rate: $25.00/hr
Hours: Part Time, (≤24.5 hrs/week), non-benefit

This internship is ideal for students interested in project management, business operations, or technology implementation.

Training Developers and Change Management Support (February 2026 – December 2026)

Change Management interns will support communication and engagement efforts for the Oracle Cloud implementation project. This role is ideal for students interested in communications, public relations, journalism, or marketing.

Preferred Skills:

- Strong writing and communication abilities
- General understanding of communication channels and strategies
- Experience with website development or maintenance is a plus

Responsibilities May Include:

- Building training materials which may include Quick Reference Guides, Instructor Led Trainings, Job Aids and/or Oracle Guided Learning materials
- Assisting with other training efforts, including needs analysis and logistics
- Learning and using the project's web content management system
- Assisting with updates and maintenance of the project website
- Contributing ideas to increase campus awareness of the project
- Supporting the planning and execution of campus events
- Supporting other project-related tasks as assigned

Location: Hybrid - onsite at Verdugo campus and remote
Pay Rate: $25.00/hr
Hours: Part Time, (≤24.5 hrs/week), non-benefit

This internship offers a unique opportunity to gain experience in organizational change, communications strategy, and stakeholder engagement.

If you're interested in this opportunity, please email your resume along with a brief statement explaining your interest in the position to Juliann Sedar, Project Manager, at jsedar@hcg.com. Juliann will review your submission and follow up with you regarding the next steps in the process.