INTERNSHIPS: Position descriptions

THOUGH SIMILAR IN MANY WAYS to job descriptions, internship position descriptions have unique attributes that help establish a focus on intern learning and ensure that intern and employer have shared expectations.

STANDARD SECTIONS

SIMILAR TO JOB DESCRIPTIONS:

- **Sell your organization** – Make candidates excited about what your organization does. Mention why your organization matters, what makes it special, and why readers should intern there.
- **Describe the role** – Tell potential interns how they will be contributing to your organization – projects they'll work on, teams they'll be a part of, tasks they'll be handling, etc.
- **List requirements** – What skills, characteristics, and interests would make a successful intern? Mention whether they're required or just desired.
- **Application instructions** – What do applicants need to submit, how, and by when?
- **Compensation** – How much will interns be paid?

SECTION ON EXPECTED LEARNING

DESCRIBE WHAT INTERNS WILL LEARN:

- Though interns are eager to make a contribution to your organization, they're also curious as to **what they'll gain** from the experience.
- Including a learning section helps interns know you are **committed to their learning** and success.

SAMPLE SECTION TITLES:

- What you will **learn**
- Interns will **develop skills** in
- You will gain **experience** in
- How you will **benefit**

DESIRED LEARNING PROMPT

ASK INTERNS TO REFLECT:

- Ask interns to include a **few ideas about what they'd like to learn** in their cover letter.
- This helps interns develop a habit of **reflection** and also helps ensure a **good match.**

LOGISTICAL EXPECTATIONS

BE CLEAR ABOUT:

- Internship **start** and **end** date.
- Expected **hours per week**.
- **Location** of internship site.

SAMPLE DESCRIPTIONS:

You can find 8 sample internship descriptions at: https://www.looksharp.com/employers/resources