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**

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