

SAMPLE INTERNSHIP JOB DESCRIPTION

Writing an internship description is essential to recruiting the right individual. Write the description in clear, everyday language that will help the student understand the position and your organization culture. If the opportunity offers a broad exposure to many elements in your organization, be sure to state that in the description. Interns appreciate knowing the expectations upfront.

About

Offer some basic information about your organization.

Internship Title

Location

Hours

Indicate which hours can be flexible with a student's class schedule.

Approximate Start Date/End Date:

Compensation

Supervisor/Recruiter:

Name and contact information.

Primary Duties

Describe potential projects, the teams with whom the intern will be working, the functional areas involved.

Qualifications

- When possible, be flexible with requirements in order to attract a broad range of strong candidates.
- Include the necessary requirements and limit the preferred requirements.
- Include academic requirements/education level.

Benefits

- Describe skills that will be developed
- Highlight opportunities for career growth or mentorship.
- Include any perks/incentives offered to interns

How to Apply and Closing Date for Application