

Internship Job Description Template

Position Title: [Internship Title]

Location: [On-site/Remote/Hybrid – City, State]

Hours: [e.g., 10–20 hours per week during the semester / 35–40 hours per week during summer]

Compensation: [Paid/Unpaid]

About the Organization

[Company/Organization Name] is a [brief description – e.g., nonprofit, small business, or corporation] dedicated to [mission, goals, or services]. We value [core values such as innovation, collaboration, creativity].

Position Overview

The [Internship Title] will support the [department/team name] by assisting with [key focus areas, e.g., social media, event planning, research, outreach, etc.]. This role provides hands-on experience in [field/industry] while contributing to the goals of our organization.

Responsibilities

- [Responsibility #1]
- [Responsibility #2]
- [Responsibility #3]
- [Responsibility #4]
- [Responsibility #5]

(Add or remove as needed)

Qualifications / Requirements

- Current student pursuing a degree in [field(s) of study]
- Strong [skills required, e.g., written and verbal communication, technical skills, research ability]
- Familiarity with [software, tools, or platforms relevant to role]
- Ability to [key abilities, e.g., manage multiple projects, meet deadlines, work independently]
- [Preferred qualifications, e.g., prior experience, certifications, language skills]

Learning Outcomes

By the end of this internship, the student will be able to:

- [Learning Outcome #1 – e.g., Apply classroom knowledge to real-world projects]
- [Learning Outcome #2 – e.g., Strengthen professional communication and teamwork skills]
- [Learning Outcome #3 – e.g., Gain experience with industry-specific tools or processes]
- [Learning Outcome #4 – e.g., Build a portfolio of completed projects]