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.

NEED HELP?
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