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.

DESIRED LEARNING PROMPT

LOGISTICAL EXPECTATIONS

BE CLEAR ABOUT:

> Internship start and end date.

> Expected hours per week.

> Location of internship site.

NEED HELP?

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