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, abilities, and knowledge would make a successful intern? Only list what is absolutely necessary to avoid candidates opting out of applying for feeling underqualified.

> **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.

DESIRABLE LEARNING PROMPT

LOGISTICAL EXPECTATIONS

BE CLEAR ABOUT:

> Internship **start** and **end** date.

> Expected **hours per week**.

> **Location** of internship site.

NEED HELP?

Dan Herb
Internship Success Manager
dherb@uw.edu
(206) 543-9106