

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**

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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