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**Internship Job Description Template**

**Position name**: Company X Intern

**Duration of Internship**: 10 Weeks, Summer, 2019, 25 hours/week

**Location:** St. Cloud, MN

**Job Description:** Explain the position, what department and/or who the intern will be working with, and the need for an individual in this position

Example description for a marketing intern, public relations from *Total Internship Management:*

“Are you the next PR superstar? If so, you’re going to need the skills and relevant work experience to get your foot in the door of your first public relations job.

We take great pride in nurturing the up-and-coming public relations stars of tomorrow. Through our hands-on, year round corporate public relations internship program, students compete for a unique opportunity to work alongside an award-winning public relations team that develops innovative global programs to help support the organization’s growth, client retention and profitability.”

Below this paragraph, list general tasks the intern will be preforming. See example below for a marketing intern.

1. Provides assistance to marketing assistant on projects.
2. Participates in relevant meetings regarding their work and to learn more about the organization.
3. Works independently on posters and material for events and meetings.
4. Assists with the upkeep of the organization’s website and social media platforms.
5. Conducts research to support the organization’s strategic goals

**Provide any other notes about job description you believe are necessary**.

**Intern Expectations (example below):**

1. The intern should have strong work ethic, be able to work independently, and is motivated to learn.
2. The intern should show up on time each day and complete the required number of hours set by the intern & organization
3. The intern should ask questions and put forth their best effort to each task assigned.

**Internship Compensation**

Example: The intern will receive a stipend of $2,500 for this internship experience provided they are responsible, on time, helpful, engaged, and represent the organization well.

**What the intern will gain from this position:** To help individuals feel motivated to apply and want to work for your organization, give a short description of what the intern can expect to learn from their time with you. This also helps an intern decide if it would be the right experience for them.

Example: The intern can expect to have a meaningful experience from this internship through exposure to new marketing strategies, connections to other businesses and employers, professional experience, high level meetings, and mentorship throughout the experience.

**Notes to consider**:

When looking for an intern, use the information you need or upload a document with the appropriate information for where you are placing it.

There is more than one way to write a job description and organize the necessary information for your internship. Find the set up that works best for your organization by prioritizing your most important information. Don’t be afraid to show off what your company has done and why someone might want to work with you.