

## **Sample Internship Job Description**

Use this template to create an internship job description that helps attract qualified students and sets clear expectations. The prompts and examples below are only suggestions. Modify them to fit your organization and internship.

### **Organization:**

### **Department (if applicable):**

### **Internship Title:**

### **Compensation:**

Examples may include: \$ per hour, \$ stipend, Unpaid

### **Internship Dates:**

Examples may include: 2026-27 Academic Year, Jan. 2–May 1, 2027, Summer 2027

### **Work Location:**

Examples may include: On site, Hybrid (75% on site/25% remote), Remote

### **Work Schedule:**

Examples may include: Approximately # hours per week, Minimum of # hours during semester

### **Position Summary**

Provide a brief overview (2–3 sentences) describing the purpose of the internship, the types of work the intern will perform, and how the position contributes to your organization.

### **Primary Responsibilities**

List 5-8 primary responsibilities that describe the work the intern will perform. Focus on meaningful projects and learning experiences that allow the intern to develop skills while contributing to your organization.

Examples may include:

- Assist with projects and assignments.
- Conduct research and gather information.
- Prepare reports, presentations, or other documents.
- Collaborate with team members.
- Complete special projects as assigned.

### **Knowledge, Skills, and Abilities**

Describe 4-6 knowledge, skills, and abilities that will help a student succeed. Focus on foundational skills and a willingness to learn rather than extensive experience.

Examples may include:

- Interest in the organization's mission.
- Strong written and verbal communication skills.
- Proficient with Microsoft Office.
- Willingness to learn and contribute to a team environment.

### **Physical Requirements**

Describe any physical requirements that are essential to performing the internship. Include only requirements that are necessary for the position.

Examples may include:

- Ability to work at a computer for extended periods.
- Ability to communicate effectively in person, by phone, or electronically.
- Ability to occasionally lift and carry up to # pounds.

### **Supervision**

Identify the name and title of the individual who will supervise the intern and whether a mentor is available. Describe how the supervisor will support the intern's learning, provide feedback, and evaluate progress throughout the internship.

The intern will report to:

Mentor (optional):

Examples may include:

- Provide an orientation to the organization and department.
- Meet regularly with the intern.
- Provide coaching and constructive feedback.
- Assign meaningful work.
- Support the intern's professional development.