

You may already have an internship job description. If not, then this document can help you to build one. There are several sections to an intern job description. While you may decide to leave out some sections, it is helpful to include as much information as possible. If you wish, replace the text in this document with your own text.

Employer- Company Name

Title of Internship

Examples: Marketing Intern or Research Intern or Accounting Intern

Division

Examples: Specify Accounting and Finance or Human Resources Department

Location

Address including City and State

Full or Part Time

Most internships are part-time during the school year and part- or full-time in the summer. Include work schedule as well, i.e. each student is required to work a minimum of 20 hours per week on average or state that schedule will be flexible.

Salary

List whether this paid or unpaid (If paid, list salary)

Description

Describe what your company does (sometimes you can copy from your website.) Include your company's mission statement as well. Give a brief overview of what the intern will do and what skills the intern will develop. You might mention who will supervise the intern. **Also, state whether it is eligible for academic credit.**

This is your chance to sell your company and to get the student excited about working there! Remember, if an internship is unpaid, it will be even more important that you get students excited about wanting to take an unpaid opportunity.

Responsibilities

This section describes specific projects or other tasks which the intern will do. Typically, a company will list 5 – 10 responsibilities.

Below is a sampling of some of the projects interns will work on.

1. Performs administrative duties in support of the maintenance of employee records, including personnel status updates, terminations, and new hires.
2. Assists in the collection of employee information for reports and statistical research.
3. Enters employee data into the company record keeping system.
4. Processes paperwork for functional area according to established procedures.
5. Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development and training.

Qualifications:

List things that you'd like to see in an intern. To be eligible for internship students must have:

Pursuing BBA with a major in what area

Prefer GPA of 3.0 or higher

Prefer junior or senior, but will consider other class levels

An interest in _____ (fill in any job-related interests)

Excellent oral, written, and communication/presentation skills

How To Apply:

If we will be posting your position in our job database, then you do not necessarily have to have the “How to apply” section. As students upload resumes, those resumes are set to automatically e-mail to you.

If you want students to visit your website to apply, then please include that information in the “How to apply” section. Ensure you include Company Contact Name, Telephone/Fax Number, and Email.

Include Date Applications/Resumes will be accepted until.

I.e. Applications Accepted until: December 1, 2012

SAMPLE OFFER LETTER

Insert Company Logo

Date

Name

Address

Dear Name:

Thank you for taking the time to interview with Company Name. We would like to extend an offer to you to intern with our Company during the Semester/Dates. Your start date is _____ and your end date is _____. Your work schedule will be _____. The starting pay is \$ per hour. As discussed your role and projects will consist of.....

If you have questions about the internship, please do not hesitate to contact me.

Congratulations! I look forward to working with you.

Sincerely,

Name

Title

Contact Information Address/Phone/Email