



Internship Description - Template

I. DETAILS

1. Title of Internship

Examples: Marketing Intern or Research Intern or Museum Acquisitions Intern

2. Location

City and State

3. Full or Part Time

Most internships are part-time during the school year and part- or full-time in the summer (e.g. 20h/week)

4. End and Start Date

For the summer, Whitman students are usually available from May 25th – August 25th

5. Compensation

Paid (\$/h) or unpaid; stipend-basis; housing provided or not

II. DESCRIPTION

Describe what your company or organization focuses on. You could include your mission statement here. Also give a brief 1 – 2 sentence overview of what the intern will do. In your description, you might mention who will supervise the intern. This is your chance to make the position and your organization an exciting opportunity for students.

Example:

Do you want to see how helping people live their fullest lives and visual communications intersect? HealthMarket is a growing marketing firm serving the healthcare industry. In fact, we've grown by 257% in the last year alone! With an inclusive, creative but detail-focused culture, we pride ourselves on... Our mission is to offer the best research and marketing capabilities for small to medium sized hospitals... We offer a paid internship... etc.

1. What You Will Learn

This section outlines what the intern will learn during the internship.

Examples:

- How to create a long term social media plan and marketing calendar
- Relationship building with our online community by maintaining Facebook and other media accounts
- How to create compelling content that will be shared by influencers
- Etc.



2. Your Responsibilities

This section describes projects or other tasks for the intern.

Examples:

- Research trends in healthcare
- Assist other staff with presentations for clients
- Participate in team meetings and brainstorming sessions
- Etc.

If a student/applicant has a specific set of skills or interests, it may be wise to build some flexibility into the responsibilities.

3. Your Qualifications

List things that you'd like to see in an intern. It is best to use "prefer" rather than "require" when possible.

Examples:

- Prefer sophomore or junior, but will consider other class levels
- Pursuing BA in _____ (if applicable, fill in preferred majors/minors; fields of study)
- An interest in _____ (fill in any job-related interests)
- Prefer GPA of 3.2 or higher
- Excellent written, oral, and communication/presentation skills
- Etc.

4. How To Apply

If you will be posting your position on our online job board, Handshake, students will apply through the system and you can have the application materials emailed to you in a batch or every time an applicant submits something.

You can check which materials you'd like to receive (resume, cover letter, work sample, availability, etc.)