



## Drafting an Internship Job Description

*We recommend including the following sections and information when drafting an internship job description.*

**Organization Overview:** Tell them about your organization and refer them to your website.

**Project Description:** Describe the specific internship project you need completed. Give enough detail to help them understand why you need this and how it contributes to the work of your organization. If you have a clear timeline for the project and an important deadline to meet, include that information as well. Keep in mind that these are graduate students. Although everyone does some tedious tasks, the majority of a graduate internship should be challenging project work.

**Qualifications:** Be specific about the qualifications you want in an intern. If you need someone fluent in Spanish or skilled at Microsoft Access, include it here. Also specify communications skills, verbal or written, and any other skills or knowledge the student will need to be successful. If he/she has to have a car, work in the evening, or meet other special requirements, include that information, too.

**Logistics & Compensation:** Include starting/ending dates (and if you are flexible on this), hours per week, salary (if this is a paid position), and any other conditions of employment. Be clear about what you can pay. If you cannot afford a salary, some students may still be interested if the project is rewarding enough; however, most graduate students are funding their own educations and must look for paid internships. The average salary for Evans School interns is \$15-\$24 an hour. This is outstanding value for the quality of work they do. If you can't pay your intern, think of other compensation you could offer—a commuting stipend, low-cost housing, free lunches, free parking, etc. Students may also be interested in using your data for their professional master's degree project papers.

**Application Instructions:** Give clear application instructions so students submit exactly what you want; this might include a resume, cover letter, writing sample, reference list, or letters of reference. Specify if you accept mailed, emailed, and/or faxed applications. Give exact contact information, and let them know if they can call with questions.

**Deadline & Application Timeline:** Give a specific deadline for applying (we recommend at least two weeks from your posting date during the school year and one month during breaks or over the summer). Also, specify your timeline for the hiring process—when you hope to interview and when you will make your final decision. If you are looking to hire a

summer intern, students finish classes in mid-June and are actively seeking opportunities from January to April.

**Hours, Pay, & Length of Internship:** Students and employers typically tailor internship positions to fit the needs of both the individual and the organization. The length of employment, hours, and pay varies (average wage is \$15-25/hour). Students need to complete a minimum of 400 internship hours to fulfill the graduation requirement and pursue internships at all times of the year. Although the majority of our students seek full-time summer internships, there are always some who are open to part-time positions during the academic year.