

Internship Title:

Employer:

Department:

Location: City, State

About our Company: Take a paragraph or two to describe what your organization does and what your department does. This is especially helpful if your company is not very well known to the general public. You can also inform candidates about the company culture and/or awards that your company has received. Sell your company!

Qualifications: Use this space to discuss the educational background (major, GPA, junior/senior), experiences, soft skills, and technical skills that are requested for this position. Feel free to separate between required and preferred skills. The more descriptive you are, the easier it is for our students to describe how they will be of benefit to your organization.

Responsibilities/Description: Use this space to inform prospective interns of what their position will entail. This can include specific tasks or projects, as well as information about how their tasks/projects will fit into the bigger picture of your company. You can also mention information about scheduling here (flexible, part-time, full-time, etc.) and who the intern will report to.

Compensation: If possible, include some information about their compensation. Will it be hourly or salaried? Is there a range that you plan on offering? You do not have to list specific compensation numbers, but a little bit of information is often helpful to students. You can also mention professional development opportunities here and/or “perks” that the intern would have access to (i.e. on-site gym, lunch vouchers, etc.). You may also list competencies that you expect the intern to gain.

Application Process: Describe the application process and who candidates should contact if they have any questions. Feel free to mention who to address cover letters to if you are requesting them.