

Wingate University Office of Internships and Career Services

How to Write a Job Description for an Internship

You may already have a job description. If not, then this document can help you to build one. A job description helps students to learn about your company and the available opportunity. There are several sections to a job description. While you may decide to leave out some sections, it is helpful to include as much information as possible. Here are sample sections and tips for completing the sections. If you wish, replace the text in this document with your own text.

Title of Internship

Examples: Marketing Intern or Research Intern or Museum Acquisitions Intern

Location

City and State

Full or Part Time

Most internships are part-time during the school year and part- or full-time in the summer.

Description

Describe what your company does (sometimes you can copy from your website.) Also give a brief 1 – 2 sentence overview of what the intern will do. You might mention who will supervise the intern. In addition, we will need to know if the position is paid or unpaid.

This is your chance to sell your company and to get 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.

Examples: Do you want to learn more about research? XYZ Research is a growing market research firm serving the healthcare industry. In fact, we've grown by 289% in the last year alone! Founded in 1985, our company focuses on... Our mission is to offer the best research capabilities for small to medium sized hospitals... We offer a paid internship... etc.

Responsibilities

This section describes projects or other tasks which the intern will do. Examples:

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

Typically, a company will list 5 – 10 responsibilities. Also, if a student/applicant has specific interests, it is generally a good idea to remain flexible and to modify the list of responsibilities.

Qualifications:

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

- Pursuing BS/BA
- 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
- Etc.

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.

Final Thoughts

Try to write the sections in your own words. Otherwise, your description will be the same as everyone else's description. For example, instead of using the following words that are in this document:

Excellent oral, written, and communication/presentation skills

You might consider saying

Strong communication and interpersonal skills OR
Ability to work well with diverse groups of people OR
Comfortable talking with and interacting with others

Remember that your job description is the place where you start, and it can be modified as needed. Each Wingate University student will complete a Learning Contract, which will outline what they want to learn from the work experience. This Learning Contract may modify the original job description.

I hope that this document helps you as you begin thinking through how you will structure an internship. Please let us know if you have questions.