Job Description

- Explain in full detail the roles and responsibilities associated with the position title
- List specific tasks and projects the intern will be assigned to
- Limit clerical responsibility to less than 20% of overall workload
- Include a tentative start and end date, total number of hours to be completed or average hours per week
- Offer projects that complement the intern's learning goals; duties should not focus on the advancement of employer operations or displace a regular worker.

Supervision

- Indicate who will provide supervision to the intern and the level of expertise they have in the related field.
- Indicate how often the intern will meet with their supervisor and how their performance will be evaluated.

Training/Learning Experience

- Include structured and planned learning opportunities; such as training, mentoring, presentations and networking activities, that are not connected to the daily task.
- Note: These educational elements help distinguish the role between a part-time job and an internship.

Compensation

- For-profit organizations are strongly encouraged to offer interns compensation, based on the U.S. Department of Labor's Fair Labor Standards Act.
- Credit can not be listed as compensation; only faculty/academic departments can determine and award academic credit.
- According to NACE's 2017 Internship and Co-op Survey, the average hourly wage for interns was $17.59 (pursuing Bachelor's degrees) and $24.25 (pursuing Master's degree). Please note, salary may be higher due to geographic location and industry.

Location

- Indicate the location and department in which the student will intern.
- Please indicate if it is accessible by public transportation.
- Please indicate if there is a cost for parking.

Qualifications

- List both required and preferred qualifications.
- Examples include GPA, classification, skills, major, etc...

Application Process

- Provide instructions for applicant to apply. Should they submit a resume and cover letter online?
- Outline what is needed for a complete application (resume, cover letter, writing samples, references, portfolio, etc...)
- Indicate application deadline and provide other useful timeline information

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