Creating an Internship Job Description

Before your organization can offer internships, it is important to create a job description to further acquaint the potential intern and our faculty advisor to the opportunity. Consider the below ideas when developing such a job description:

**Company Overview**
Provide a brief description of your company, including the number of employees and a list of products and services currently being offered. This segment should acquaint the student with your company's position within the local economy as well as its primary purpose of business.

**Internship Basic Description**
Describe the key benefits for the student in respect to working with your company as an intern. What types of skills and/or knowledge would be gained from such an experience? What kinds of experiences might be a part of this opportunity? Overall, why should the intern seek to work with your company as an intern over others?

**Responsibilities**
This is where you should develop a list of daily/weekly tasks as well as long-term projects the intern will be working on during the internship. What role will the intern play in daily operations? Describe day-to-day responsibilities as well as those that will take several weeks or even months.

**Timeframe/Length for the Internship**
If the student is receiving college credit for the experience, it is recommended the internship be set up in a way that follows the academic calendar, to ensure the student has access to a Faculty Advisor. Most internships at ICC are set up as a 12-week or 16-week tenure, although there are exceptions.

**Compensation**
If the internship is a paid opportunity, you should specify this in your job description (i.e.: $12/per hour or a stipend of $500 paid at the end of the internship)

If the internship is a non-paid opportunity, you should also specify this in your job description.