



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.