

Guidance for Writing an Internship Job Description

This document offers guidance and suggestions for crafting a compelling job description that University of Arizona student candidates will apply to in Handshake. You are welcome to add more content than what is listed below, but the sections we are suggesting will cover the basic information students want to know about when applying to opportunities. For further assistance writing and editing your posting, contact Amanda Harrell, Senior Program Manager - Internships & Early Talent Connections, with Student Engagement & Career Development amandaharrell@arizona.edu.

Title of Position

Be as descriptive as possible - having a clear title can help the student in their future pursuits. What do you envision to be at the core of this role?

Example: (Digital Strategy Intern or Bilingual Community Impact Intern) vs just intern

Statement About Your Company / Organization

Insert a brief paragraph about your organization; include mission statement, programs, products, and/or services you provide, the communities/clients you serve, etc.

Position Summary / “We Are Seeking”

Write a brief paragraph about the role and the candidate(s) you are seeking.

Example: Engaging and responsible marketing intern who can commit to 15 hours of work per week to collaborate with a team of 3 designers. Gain hands-on experience with event planning, community outreach, social media campaigns, and executing a social media calendar.

Position Reports To:

Name of the team and/or individual/mentor who will be working most closely with the intern.

Location:

Add location and specify remote options if applicable.

Example: All work would take place during 2 in office days in Tucson headquarters and 1 remote day.

Timeline:

State when the internship will take place.

Example: The internship will take place during Summer 2023 with a flexible start date of June 1.

Role & Essential Duties:

Describe the responsibilities this intern will be engaging in. Include at least 3 points.

Example:

This summer you would be working on...

- ▶ Brainstorming ideas to reach and engage wider online audiences

- ▶ Creating social media campaigns to reach community members
- ▶ Collaborating with a team of designers and stakeholders to plan calendar of events
- ▶ Acting as a representative of the organization at 2 community events

Required Skills / Qualifications:

Include qualifications that will be essential, and keep in mind what the intern will be learning in the role.

Example: Strong interpersonal and written communication skills, strong social media skill set (Instagram, Twitter, LinkedIn, YouTube) ability to multi-task, must have smartphone, interest in learning about community engagement and outreach.

Preferred Qualifications:

Do you have any advanced qualifications for this role? Students tend to take these qualifications seriously and may not apply if they don't meet qualifications so the fewer restrictions the better. If no preferred qualifications, you can leave this entry blank.

Example: Some experience in Excel preferred.

Physical Requirements:

List any physical requirements necessary for the role to perform essential functions.

Example: This position requires the ability to work on a computer for shifts of 5-6 hours. Able to safely lift 15 pounds during event set up. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

What You Will Learn:

Specify at least 3 skills you envision the intern will gain during their internship working with your organization and being mentored by you. This is a great place to include information you think would interest candidates – like the opportunity to do very hands-on work, having a flexible workspace, and participating in the culture of the work environment.

Example: In this role, you will gain experience with the many steps involved in creating a social media campaign from planning to execution. You will learn elements of fundraising, using Excel and Canva, dynamics of team meetings, and the experience of working within a fun and pet-friendly office.

How To Apply:

Students can apply through Handshake. List what is necessary for the candidate to apply such as a resume and cover letter.