

Internship Blueprint

Begin crafting your internship by considering & filling out the following information....

How many interns can your organization realistically supervise?

Who is eligible to apply?

Freshman

Juniors

International Students

Sophomores

Seniors

How many hours per week would you like your intern to work?

Is your internship for specific majors? If so, which ones?

Is there a minimum GPA requirement?

What kind of skills will be required of a student to be successful in this internship?

What skills will a student obtain through this internship?

What are the day-to-day tasks for this intern?

What are the long-term projects the intern can help complete?

Job Description 101

Using the information from the Internship Blueprint, draft your job description.

The description should include the following:

- ✓ Name of Company with brief description of what the organization does
 - ✓ Day-to-day tasks
 - ✓ Long term projects
- ✓ Learning, growth and hands-on work opportunities

Example:

Management Internship with Jack's Pet Supplies

Jack's Pet Supplies is a local small business that strives to provide excellent experiences to its customers by carrying a wide variety of pet supplies. We carry food, toys, bedding, and many other great products to meet the needs of customers and their pets.

We are seeking an energetic intern to assist our store manager. Interns will spend their time working closely with the store manager to learn the ins and outs of the business including budgeting, advertising, marketing and leadership. These skills can be put to practice while working with customers. Our intern will also answer phones, assist customers with questions, and update our social media pages regularly. Our interns will also have an opportunity to organize a lead a team meeting and present on a business topic they are passionate about.

If you're a sophomore, junior, or senior who is seeks hands-on experience in management and loves furry friends, send your resume via Hire an Islander!

Specific Title
(avoid vague titles like "Paid Internship")

Info on Company

Learning opportunities

Daily tasks

Long-term goals/projects

Any specific qualifications

