Internship Job Descriptions

Who We Are
Insert 3–5 sentences that clearly explain your organization, its mission, purpose, years in business, location, etc.

Internship Purpose
Within 2–3 sentences, explain the overall job purpose and tasks.

Learning Objectives as They Relate to the Overall Role
Include a bulleted list of objectives, not individualized tasks.

Position Tasks/Responsibilities
Here, include a bulleted list of specific job duties.

Qualifications as They Pertain to a High School Student
List interests, organizational skills needed, applicable/desired coursework, etc.

Schedule and Compensation
List the format, duration, compensation structure, and start/end date of the internship.

Additional Information/Benefits/Why Students Should Apply
Include any highlights or specific benefits that make your internship a unique experience.

How to Apply/Who to Contact with Questions
Place contact information here.