

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.

