



How to Write a Job Description for an Internship

A job description helps students to learn about your organization and the available opportunity. There are several sections to a job description. Here are sample sections and tips for completing the sections.

Job Title

Examples: Marketing Intern, Research Intern, or Museum Acquisitions Intern

Internship Learning Goals

Describe the skills or knowledge learned that will be transferrable to other employment settings. How will the internship experience relate to the professional goals of the intern?

Job Description

Describe your organization's mission and what your organization does (sometimes you can copy from your website) and the location of organization. You might mention who will supervise the intern. This is your chance to get the student excited about working with your organization. Describe projects or other tasks which the intern will do.

Examples:

- Research trends in healthcare
- Assist other staff with presentations for clients
- Participate in team meetings and brainstorming sessions

Job Function

What area(s) should the student be studying and/or have knowledge in to perform the internship?

Number of Openings

Please indicate how many positions you have available for this specific job include whether it is **Remote, Virtual or In-Person Position**

Qualifications

Specific knowledge, skills, and qualities expected/desired

Examples:

- Excellent oral, written, and communication/presentation skills
- An interest in _____ (fill in any job-related interests)
- Preferred GPA, academic major, degree
- Language skills

Hours per week/Days/Times (morning, afternoon, evening)

Internship Duration (Loyola's academic semester is 15-weeks)

Compensation Details

Examples: Paid (hourly rate), unpaid, stipend, other

Resume Receipt

How would you like applications to get to you?

E-mail: Sends you an email when a student applies with application materials

Accumulate online: Applications will be stored online and you can download them from

Handshake. Other (enter below): Indicate how you would like students to submit applications.