Template for Writing Internship Descriptions

About the Organization
Give students a sense of your organization’s identity. What products/services does it provide and what are its values?

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Position Summary
Tell the student how this internship serves the organization and what the student can expect to learn. This statement of purpose is analogous to a mission statement. It drives the development of the specific things the intern will do.

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Specific Responsibilities
This section identifies projects and daily tasks that the intern will deliver.

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Qualifications
What technical and interpersonal skills would you like the intern to bring to the job. Consider dividing into required and preferred.

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