### On-Campus Internship: Position Description Template

**Internship Position Information**

Position Title: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Department Org. Code: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Department: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Intern’s Work Location: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Start Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

End Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Supervisor Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Supervisor Phone: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Supervisor Email: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Work Study Required?  Yes  No

How many interns will you hire for this position? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Required Availability?  Yes  No

If yes, please explain the availability requirements: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Internship Duties**

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| **Purpose or role of the position within the department** *(brief summary of position):* |
| **Duties and responsibilities** *(list primary responsibilities, expectations of intern, and required availability):* |
| **Skills preferences** *(list required and desired skills):* |
| **Learning objectives** *(Identify at least 3 things the student employee should learn or be able to do as a result of their work experience. Example: Develop confidence in presenting publicly.):* |
| **Career Readiness Competencies** *(Check at least on*[*e competency t*](https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/)*hat will be developed through this internship):*    Career & Self Development  Professionalism  Critical Thinking  Teamwork  Equity & Inclusion  Technology  Leadership |
| **Compensation** *(Check one. Pay scale is based on knowledge, skills, and abilities):*    **Level I-Basic  Level II-Intermediate  Level III-Advanced** |