### 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**  |