**Sample Internship Position Description**

**POSITION TITLE:**

**DEPARTMENT:**

**LOCATION:**

**SALARY:** This is up to the employer. Note: Walsh does not require paid internships for students, we do however value their work and believe in the contributions they bring to employers.

Typically, $10-15 an hour will help you stay competitive.

**CLOSING DATE:**

**POSITION SUMMARY** Overview of position and anticipated start date (Tip: consider what will attract a candidate)

**POSITION RESPONSIBILITIES**

* Clearly defined areas of responsibility (e.g. projects, tasks)

**QUALIFICATIONS**

* Education
* Experience - undergraduate or graduate degree
* GPA
* Areas of relevant study

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

* Knowledge of specific skills (e.g. technical, language)
* Other transferrable skills (e.g. project management, flexibility, work ethic)

**DAYS/TIMES NEEDED**

* Hours per week; location of internship

**DOCUMENTS REQUIRED TO APPLY**

* Resume / Cover letter
* Other (writing sample, availability, references)

**HOW TO APPLY:**  Website or contact’s email