

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