Sample Internship Job Description-Information Systems

The following is designed to help employers in the development of a job description appropriate for their organization and student intern. Actual activities may differ; the student and the employer/site supervisor are encouraged to include unique activities more specific to their individualized internship.

Category	Content
Mission Statement *The overarching reason for bringing interns into your organization*	The purpose of this internship is to prepare college juniors and seniors for entry into the business world by providing a thorough understanding of the XXXXX functions of a XXXXX organization to include theory and practical application of attained knowledge.
Internship Duties **(in objective form)** *Common learning activities for this major are listed. Others may be included but 80-90% of the duties must be related to the student's specific major.* *Fill in the appropriate terminology that is in parenthesis under the Product/service heading.*	**Information Systems** ➢ Learn and develop skills in information technology to include networking of computers, system wide back up of data, and storage of data. ➢ Develop skills to communicate with IT professionals who specialize in Systems Software Design Engineering and Computer Programming. ➢ Assist staff in performing system backup and maintenance functions. ➢ Assist in installation of PC hardware and software. ➢ Assist in network and hardware troubleshooting. ➢ Assist in performing preventative maintenance and upgrades on servers. ➢ Assist Network Engineer (or designee) with current projects. ➢ Perform special projects as determined by the information systems staff. ➢ Assist in needs analysis for projects; in research for solutions for needs. ➢ Assist in updating user and technical documentation. ➢ Assist in the maintenance and performance tuning of application databases. ➢ Create and publish interactive reports. ➢ Assist in managing, maintaining, developing, designing and updating the intranet. ➢ Assist with the Web Content Management System for our public website. ➢ Gain hands on practical experience to the full gamut of Help Desk roles and responsibilities. ➢ Run calls to troubleshoot desktop problems for Macintosh and PC computers. **Product/Service** ➢ Understand the basic target marketing of (product or service). ➢ Gain substantial knowledge into (our industry/field/product or service)

Personal Development skills are applicable to all major. More may be added.	**Personal Development** ➢ Develop planning, organizational and time management skills. ➢ Increase knowledge of computer skills and technology. ➢ Develop team-based work competencies. ➢ Develop interpersonal skills in order to communicate with employees. ➢ Develop interpersonal skills in order to communicate with day-to-day business contacts through follow up calls ➢ Develop interpersonal skills in order to communicate with external clients.
Selection Criteria *What kind of student are you looking for? Examples are listed but can be edited as appropriate.*	➢ Local college juniors and seniors with a 3.0 GPA or better. ➢ Energetic, organized and detailed skilled with today's technology. ➢ Active in extra -curricular activities within community and campus life. ➢ Highly developed interpersonal skills and the ability to work well in a team-based environment ➢ Independent worker. ➢ Ability to dedicate 10-15 hours per week to this intern program.
Program Incentives *Something to entice the students to your opportunity!* *Suggestions are provided if you'd like to use any of them; just fill in for the XXXX.*	➢ The primary incentive in this program is the opportunity to investigate a career opportunity in the XXXXX industry with hands on experience prior to graduation. Once completed, the intern will have sufficient knowledge necessary to determine if a career in the XXXXXX industry is the right opportunity to pursue. ➢ You will be participating in actual campaign development and roll out. Pre, present and post activities of the campaign to include but not limited to, actual follow-up and tracking of the campaign results. ➢ You will work directly with the XXXX Director or supervisor to develop campaigns and effectively manage them within the firm. ➢ You will develop skills vitally important in today's business environment including team-based interaction, the ability to manage outcome without having direct authority over others, and the capability to aid in the definition and the direction of the local firm's initiatives. ➢ You will gain a full understanding of the day-to-day operations of a XXXXXX organization.
Work Schedule *Hours/days the student will work* *Possible work schedules include those listed but should be negotiated with the student.*	➢ Your work schedule will include business management sessions, training classes and marketing sessions with your direct supervisor as well as other managers in the firm. ➢ An intern should expect to spend a minimum of 10-15 hours per week in structured activities in our local office. ➢ On the job training will occur daily at the direction of the intern supervisor. ➢ The intern will be scheduled to work a full 10 hour day one day each week – day to be determined.

	➢ Schedule will be flexible based on student schedule and academic responsibilities related to current semester course load.
Method of Compensation *Paid or not-paid – it's up to the organization. Students always want to know this up front.*	➢ Although this internship is unpaid, we will work with the student and his/her school to assist the individual in receiving college credit. ➢ A stipend, or reimbursement for expenses incurred on the students behalf may be considered. ➢ Student will be paid an hourly wage to be determined at the onset of the internship experience.