

**EXAMPLE: Internship Role Description**

[INSERT COMPANY NAME]

Internship/Volunteer Role Description

**Title**

[Insert a title for the position] Example: Public Relations Intern

**Description**

[Insert a description of the position] Example: Company, a small public relations firm handling busy clients, is looking for an intern interested in learning all aspects of the public relations field. The intern who fills this position should expect to learn the field from top to bottom, and will complete this program ready to enter any fast-paced public relations firm.

**Learning Outcomes**

[Insert intended learning outcomes; specifically important for academic credit internships]

**Responsibilities**

[Insert a list of the responsibilities the student will be expected to complete] Example:

- Monitor all forms of media
- Schedule and coordinate speaking engagements, appearances, and photo shoots
- Write press releases and other materials
- Compile contact lists
- Search for press clippings
- Create or update databases
- Greet guests and clients

**Requirements**

[Insert a requirements of the position] Example: Students applying for this internship must have strong communication skills. Applicants should also have strong writing skills, as well as a solid understanding of social media.

**Majors**

[Insert a list of preferred majors] Example: Public Relations, Marketing, Communications, Journalism

**Dates**

[Insert the start and end dates of the position] Example: August 21, 2023 – December 21, 2023

**Salary**

[Insert the hourly or salary amount or list that it is unpaid] Example: \$12.00 an hour

**Additional Requirements**

[Insert additional requirements or expectations] Example: Must have a valid driver's license. Bilingual preferred.

**Application Process**

[Insert the steps the student needs to take to apply] Example: Send a resume and cover letter to Joe.Brown@company.com.

**Contact Information**

[Insert your contact information and website link]

Example: **Joe Brown, Volunteer Coordinator** ▪ [Joe.Brown@company.com](mailto:Joe.Brown@company.com) ▪ 972-555-0000 ▪ 55 Fake Ave. Dallas, 75241  
[www.company.com](http://www.company.com)