

INFORMATION TO INCLUDE IN A POSITION DESCRIPTION

JOB DESCRIPTION

- Organization name and address (including web address, where available) with a brief description (e.g., organizational mission)
- Position title
- Description of the position
 - Explain in detail, the roles and responsibilities/duties
 - List specific tasks and projects the intern will complete
- Offer possible projects that complement the student's learning goals
 - Duties should not focus on the advancement of the organization's operations or consist of work routinely performed by regular employees
- Name and contact information for the person with whom students should require

TRAINING/LEARNING EXPERIENCE

- Include structured and planned learning opportunities, such as mentoring and networking activities that are not connected to the assigned tasks
 - This should be an extension of a student's learning experience that reaches beyond the classroom
- In advance of the experience, the student will likely work to create clearly defined learning objectives/goals that relate to the professional goals of their academic coursework

SUPERVISION GUIDELINES

- The supervisor should serve as a resource to teach/mentor the student as part of the experience
- The supervisor needs to provide regular and on-going supervision and feedback on the student's performance
- Since this is a learning experience, the student cannot be treated as a consultant and expected to provide expertise on their own (without mentorship) in any area related to the engagement

COMPENSATION

- Regardless of the program, it will be important to examine what resources your organization can contribute to pay a student engaged in your work. Depending on what kind of position you're hiring, we encourage you to review www.dol.gov/whd/regs/compliance/whdfs71.pdf Fact Sheet #71: Internship Programs in the Fair Labor Standards Act. We encourage you to consult with your human resources department to determine appropriate rates of pay.

TIMEFRAME

- Include an estimate of the hours per week students need to be available
 - Interns typically work 10-20 hours per week during the academic year/semester; summer internships may be part-time or full-time
 - Bonner students (community-based work-study) are required to work an average of 10-12 hours during the academic year only
 - Service-Learning students must complete a minimum of 20 hours over the course of a semester
- Indicate the term and duration of the experience (fall semester, spring semester, summer, year-long or multi-year)

LOCATION

- Indicate the department in which the student will serve at your organization (and other context around organizational hierarchy if need be)
- Indicate whether any of the student's working hours can/should be completed remotely (off-site)
- Estimate the amount of travel that will be required for the position and note any related reimbursement

QUALIFICATIONS

- Required and preferred qualifications such as GPA, level of education, sometimes major, etc., should be outlined (We encourage you to consider qualifications that are necessary and allow applications to be reviewed holistically.)
- Please note, limiting positions to particular majors may exclude qualified students whose skills and abilities would benefit your organization — consider including language such as, "Open to all majors, with preference given to XYZ major"

HOW TO APPLY

- Application requirements (e.g., resume, cover letter, portfolio and/or background check)
- Method of application (by email, online or U.S. mail)
- Include contact information for students to use for any questions regarding the application process
- Provide an application deadline and other useful timeline information

PROCESS FOR CONNECTING AND SHARING AT CSB/SJU

- Upon receiving the information outlined above, XPD EXTERNAL RELATIONS TEAM will help you brainstorm ways to promote your position broadly with both students and faculty members. For best results, we encourage organizations to connect at least one semester in advance of the time they hope to engage students.

CONTACT US

320-363-5707

XPDexternalrelations@csbsju.edu



CSBSJU.JOINHANDSHAKE.COM

We welcome any questions related to this process, or in relation to specific programs, and encourage you to connect with someone from our EXTERNAL RELATIONS TEAM, listed below. As a collaborative team, we'll help to steward your opportunities appropriately.

Associate Director:

LAURA HAMMOND, MSW/LGSW

Assistant Director:

ADIA ZEMAN THEIS, M.S.

Assistant Director:

RENEE COMEAU, M.S.

CSB: Clemens Library

SJU: Mary Hall 10