

Writing an Intern Position Description

Position title

- Use a title which describes the nature and level of work performed.

Summary of position

- One or two sentences summarizing the primary function and general purpose of this job.
- It may be helpful to write the position summary after defining the essential responsibilities of the position.

Position Description

- Limit this section to eight to ten essential duties and responsibilities.
- List in descending order of importance and indicate the percentage of time spent on the duties.
- Use clear and concise language; closely related duties should be grouped together in one responsibility statement.
- Avoid gender-biased language.
- Start with an action verb and then describe **WHAT** the intern will do, **HOW** he/she will do it, and **WHY** he/she will do it.
- **Consider the following questions:**
 - What are the key outcomes/objectives of this intern?
 - What are the major functions of this intern?
 - How are these functions carried out?
 - What outcomes are expected from this intern?
 - What outcomes or results show the duties of this position are performed effectively?
 - What does this position do?
 - What methods are used to achieve the major accountabilities?
 - What assistance is available and from whom?
 - With what frequency are the various major functions undertaken?
- **Example:**
 - *(Intern or implied subject) Writes (action verb) all press releases (what) and prepares or revises (action verbs) all organization publications (what).*
- **Resource:**
 - See <http://online.onetcenter.org/find/> to see examples of position descriptions, as well as an extensive list of knowledge areas, skills, abilities, activities, interests, and values useful in a variety of positions.

Position Qualifications

- Include minimum specifications for coursework, education, GPA, and work experience.
- Identify the knowledge, skills, and/or abilities (KSAs) required to perform the essential job responsibilities and duties competently.
- Whenever possible, incorporate appropriate adjectives such as basic, intermediate, or advanced to indicate the required level of each of the KSAs.
 - **Basic** - knowledge sufficient to perform recurring assignments with a reasonable degree of independence under normal supervision and after a customary orientation period.

- **Intermediate** - knowledge sufficient to coordinate, interpret, critique and/or synthesize the work of others and to make a meaningful contribution to such work.
- **Advanced** - knowledge sufficient to qualify as an expert.
- **Example:**
Basic knowledge of AP Style and media relations practices

Special considerations for position working conditions/physical effort

- Identify the working conditions and physical demands which relate to the essential functions of the position. This information is requested to ensure that position descriptions, when necessary, include appropriate language about the physical requirements of the job for monitoring compliance with the ADA.
- **Example:**
The physical environment requires the intern to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions.