Worksheet for writing an Internship Job Description

To help you understand what are some of the more common intern activities and duties and to assist you as you and your new internship employer decide what **you will *do* as an intern**, use the Category and Content table below. Your actual activities may differ; you and your employer are encouraged to include unique activities more specific to your individualized internship. **These are just examples and ideas to be used as a guideline.**

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) *Learning activities for the student. Can be a mix from several majors.*	**Major specific** **Business Management** ➢ Develop an entrepreneurial business mentality. ➢ Experience how major companies rate and communicate employee performance. ➢ Witness ethics, compliance and business conduct issues pertaining to our industry. ➢ Learn time management requirements when working with individual agents or teams. ➢ Manage a budget along with the firm's director and help to move the department to a neutral cost burden within the firm. **Marketing/Sales** ➢ Learn the needs of the small business and individual target markets. ➢ Learn how to apply marketing skills and tactics. ➢ Develop presentation skills. ➢ Learn marketing tracking techniques. ➢ Develop and coordinate firm wide mailing campaigns. ➢ Learn the elements of and assist in the execution of Event Planning for clients and prospects. ➢ Experience the necessity of detailed market research. ➢ Learn and manage a firm wide Database information system to execute specific local campaigns and initiatives. ➢ Become familiar with our software programs and current marketing strategies and materials. ➢ Develop competencies in market planning and plan management. ➢ Work with the firm's unassigned client base in developing communication tactics. ➢ Report directly to the firm's Marketing Director for additional marketing related duties. **Accounting**

	➢ Learn accounting software by assisting in the full implementation of the software. ➢ Learn billing software and how it is integrated into an accounts receivable component. ➢ Learn how to prepare all financial statements for external and internal reporting. ➢ Assist with preparation of annual tax return and single audit requirements of the Federal Government. ➢ Learn fundamental accounting for 3rd party insurance billing, accounting for government contracts (cost reimbursement and unit cost), and accounting for MOU's and MOA's. ➢ Learn payroll tax accounting by pay period, monthly, and annually which will include filing of W-2 and tax reconciliations. ➢ Assume responsibility for accounts payable process using our software program including the classification of invoices for payment and processing check requests. ➢ Learn cash management and cash flow analysis for management review team. ➢ Learn bank statement reconciliation process on a daily and monthly basis through utilization of on line banking software. ➢ Understand how generally accepted accounting principles and practices are integrated into day to day practical business enterprise environment. **Finance** ➢ Prepare research reports on publicly traded common stocks as assigned by the intern's supervisor ➢ Prepare an evaluation of corporate bond ratings as assigned by the intern's supervisor. ➢ Prepare an evaluation of municipal bond ratings as assigned by the intern's supervisor. ➢ Assist with account reviews and preparation for account reviews. ➢ Updating client portfolio values, returns, risk statistics. ➢ Develop Excel spreadsheets to show current Realized/Unrealized gains/losses. ➢ Gain understanding of portfolio diversification (i.e. fixed income, equities) ➢ Learn the duties of an escrow accounting department. ➢ Assist with balancing cases, preparing checks, disbursing checks and reconciling escrow bank accounts. ➢ Learn duties in preparation of settlement statement. ➢ Communicate with lenders to coordinate pre-closing and post-closing activities. **Information Systems** ➢ Learn and develop skills in information technology to include networking of computers, system wide back up of data, and off-site 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 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. ➢ Assist on our Help Desk and gain hands on practical experience to the full gamut of Help Desk roles and responsibilities. ➢ Working under the guidance of a Computer Specialist Team Leader run calls to troubleshoot desktop problems for Macintosh and PC computers. **<u>Generalized (for all majors)</u>** **Product/Service** ➢ Understand the basic target marketing of (product or service). ➢ Gain substantial knowledge into (our industry/field/product or service) **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?*	➢ 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!*	➢ 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*	➢ 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 9 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*	➢ 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.