**Position Description Template**

Summer Internships for St. Olaf Students

*\*Internship hosts: please complete this form and email to your Piper Center contact.*

**Organization:**  
**Position Title:**  
**Location/address of the organization:  
  
Description of Organization** (typically a paragraph or so):

**Position Description** (including major duties, project and opportunities):  
*In some cases it can be helpful to list "potential projects" with the assumption that students could select one or more projects based on their interests and skills.*   
*It is also appropriate to include other career exploration opportunities such as the potential to participate in meetings, conduct informational interviews, shadow, etc.*

**Virtual or In-person?***Will the internship take place virtual or in-person (or flexible depending on the availability of the student)?*

**Qualifications:**  
*See examples below, please the select the qualifications that are most important, edit and/or add more qualifications.*

* Sophomore, Junior or Senior
* Evidence of effectiveness in working independently, demonstrated self-starter
* Strong communication skills -- oral and written
* Strong research and analytical abilities (could specify the type of research skills)
* Ability to interact with people from diverse backgrounds (and/or specific populations)
* Ability to learn quickly
* Previous experience with X
* Coursework in the following areas: X
* Interest in X (list one more fields or industries)
* Other specific skills (i.e., editing, social media, data analysis, Excel, specific software, etc.)

**Internship Dates and Hours per Week:**An Interim internship generally lasts 4 weeks from January 3 to 28. Most students will be seeking opportunities that require at least 140 hours (~35 hours/week).

Some students may also be available to start the internship at the end of December (Holiday break), continue into the first week of February (Interim break) and/or continue part-time during the spring semester.

In order for students to quality for funding support for an unpaid internship it must require a minimum of 140 hours over and a minimum of 4 weeks.

**Benefits of the Position** (optional)**:**

* Opportunity to gain knowledge and skills related to X
* Opportunity to work closely with X (roles of the team members that the intern will be interacting with)

**Compensation:***What payment will the student receive, if any?*

Most students who secure unpaid internships/experiences that meet the minimum requirements (~140 hours over 4 weeks) will be eligible to receive funding through the Piper Center to cover expenses like housing and transportation. Students who complete virtual internships with minimal expenses may be eligible for a minimum award of approximately $500.

Determining whether an internship is paid or unpaid ultimately rests with you, the employer, based on your interpretation of [Fair Labor Standards](https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships).  For-profit companies typically pay students an hourly wage or stipend.

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**Required Application Materials***At a minimum we recommended that all employers require that applicants submit a resume. A cover letter or written response to one or more specific questions can also be helpful, but please note that these requirements can create barriers for some students.* Which of the following documents would you like to require?\_\_ Resume (recommended)  
 \_\_ Cover letter (optional)  
 \_\_ Written response to one or more specific questions (optional, please add questions  
  
**Application deadline: October 20** (recommended)

**How many people do you plan to hire for the position?**

**Website (URL):***If your organization does not have a website please enter the URL for your LinkedIn profile.*

**International Students**

*St. Olaf currently has over 300 international students. In order for international students to be eligible to complete an internship or similar experience they must register for academic internship credit and Curricular Practical Training (CPT). If the student is selected for the role, the student may ask for a written offer letter.*

**Contact Name:  
Contact Title:  
Contact Email Address:  
Relationship to St. Olaf:** \_\_ Alum -- If yes, class year?:   
 \_\_ Parent  
 \_\_ Friend of the College

**Receiving Applications**

The contact will receive an application bundle from Handshake, our online job and internship platform, after the close of the application period -- typically within 24-30 hours. If you do not receive an application bundle within 30 hours of the position expiring, please check your spam folder. If the application bundle is not in your spam folder, please check with your Piper Center contact.

**In addition to receiving the application bundle, would you also like to receive application documents each time a student applies?** (Y/N)

**Please provide the name, job title and email address for other people who should receive applications (in addition to the contact listed above):**