**Internship Position Description Template  
January 2023**

*\*Internship hosts: please complete this form and email to Marietta Ruppe <ruppe2@stolaf.edu>.*

**Organization:**  
 **Internship 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.*

*See the Potential Internship Projects and Roles section of the program website <stolaf.edu/pipercenter/internshiphost/> for some ideas of projects.*

**Virtual or In-person?***Will the internship take place virtual, in-person or hybrid (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.*

* First Year (optional), 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:**

X

**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?*

*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.*

*In general, paid internships are more attractive to students than unpaid internships. However, St. Olaf has funding available to support students who secure unpaid internships.*

*Funding for Unpaid Internships:  
Most students who secure summer or Interim semester (January) unpaid internships/experiences that meet the minimum requirements are eligible to receive funding from St. Olaf to cover expenses like housing, food and transportation. Minimum requirements are the following:  
- Summer internships: Minimum of 240 hours over 8 weeks  
- Interim (January) internships: Minimum of 140 hours over 4 weeks  
- Fall and Spring semesters (only students with high financial need are eligible for funding)*

*\*Students are responsible for determining eligibility and applying for funding. See the following website for info about the various funding programs: <*[*stolaf.edu/pipercenter/funding-resources/*](http://stolaf.edu/pipercenter/funding-resources/)*>  
\*\*The specific amount that students are eligible to receive is based on a variety of factors including their expense (housing, food and transportation), number of hours worked and the student’s financial need.*

**Application Deadline:**

*If you are hoping to host a student during January 2023 and you are able to share your position description with the Piper Center* ***by October 26th****, we recommend that you set* ***November 7th*** *as the application deadline.*

*If your share your position description with the Piper Center* ***after October 26th****, we recommend that you set your application deadline for 10 days after the date that you submit your position description.*

*Applications may be reviewed on a rolling basis so students are encouraged to submit in advance of the deadline, if possible.*

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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, in place of a cover letter -- please add questions)

**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):**