

**Roles and responsibilities of the intern:**

- *Please indicate any tasks, responsibilities, assignments; projects that you will be having the student participate in.*
- *The more details you can provide the better.*

**Hours per week they will need to work:**

- *How many hours do you expect them to work per week?*
- *Can indicate "flexible schedule"*
- *Will this be a remote work experience - if so, how often will the student be checking in with the supervisor?*

**Compensation Information:**

- *Indicate any monetary compensation provided.*
- *Can indicate that there are great portfolio & news worthy opportunities for students.*
- *Specific networking opportunities if possible.*
- *Any other "perks" you might have to offer a student*

**Information about your organization:**

- *Can include your website and any social media links so the student can get a sense of the organization*

**Intern requirements:**

- *What skills do you need from the intern?*
- *You can mention things like "strategic thinker" , "creative problem-solver" , "proficient in Adobe Photoshop" etc.*

**Materials to apply:**

- *Resume*
- *Cover letter*
- *Whatever other samplings of work you would like to see. Possibly an online portfolio?*

**Contact information:**

- *Who does a student send materials to?*
- *Where does the student submit their application for review? Via a website? Email? Any particular subject line you would like them to use?*