SAMPLE INTERNSHIP JOB DESCRIPTION

Your internship position should provide students with enough information to help them make an informed decision to determine if they qualify for the position. Your description should include:

- Organization Information/Profile
- Description of intern’s tasks, responsibilities, and desired skills
- Preferred major, classification, and GPA
- Compensation and academic credit
- Preferred application method
- Description should include your company’s logo

EXAMPLE

Position Title: Event Coordinator Intern

Company Information:
JC Hotel and Resort
Hotel and resort located in the heart of Memphis. Our riverwalk location is ideal for your next big event! Close to boutiques, shopping malls, arena, and other cultural attractions. We have over 1,500 guest rooms, as well as 100 suites, 8 restaurants/lounges, and over 150,000 square feet of meeting space.

Qualifications:
We are looking for an individual who is self-motivated and organized. Intern should be familiar with Microsoft Office. The individual should have excellent communication skills and a positive customer service attitude. Attention to detail is a must. All majors are welcomed (Hospitality and Marketing majors preferred).

Responsibilities:
Work with for-profit and non-profit employers and organizations to increase awareness of services offered through our organization. Schedule meeting rooms and conference facilities. Coordinate in house and external events such as: weddings, conferences, meetings, etc. Provide customer service to guest during on site events. Develop new partners.

Compensation and Academic Credit:
This is a paid internship position, with pay based on experience. Students are encouraged to receive academic credit for their internship experience with their academic major or as an elective.

How to Apply
To apply, students should send resumes to: (name of contact and email address)