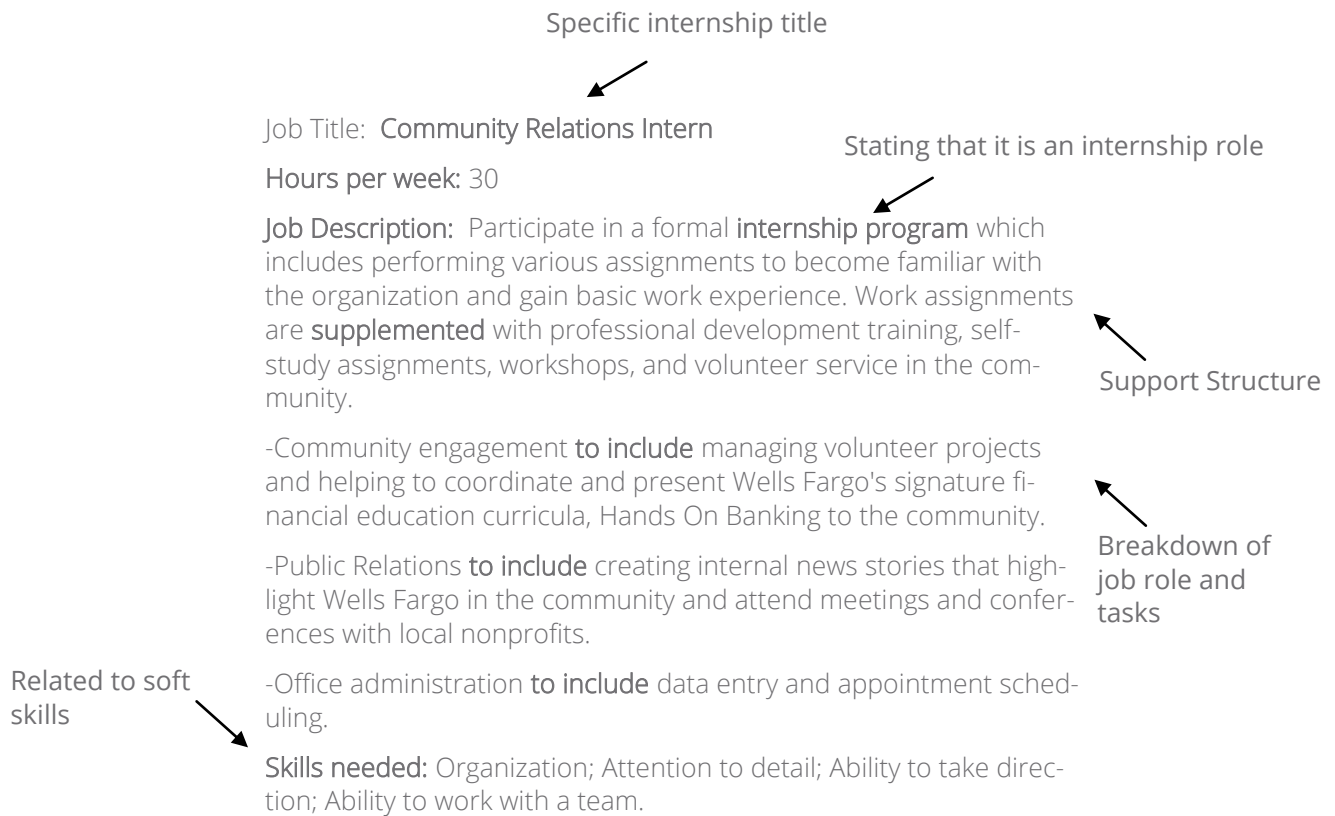


HOW TO WRITE A HIGH-QUALITY STEP UP JOB DESCRIPTION



Specific internship title

The job title should appeal to the intern, while also relating to the job role. In the example above, Community Relations Intern works because the candidate is interning with the Community Relations department.

State that it's an internship role

The Step Up intern perceives the job as higher value when they understand this experience is shaped around learning and skills building. Job descriptions should include learning objectives and key takeaways.

Support structure

A new work environment can be intimidating to anyone, so it's critical that supervisors explain how they plan to support the intern throughout the internship. Providing a mentor is one way to show support for the intern and is strongly encouraged for every internship.

Breakdown of job role and tasks

Details about the job tasks should be clearly outlined in the job description. A breakdown of job tasks will give the intern a deeper understanding of what assignments they will be expected to work on. In the example above, the job roles were broken down into smaller tasks.

Related to soft skills

Focus on the soft skills needed for the job. Other fields on the online Job Description Form capture the need for many hard skills.