HOW TO WRITE A HIGH-QUALITY STEP UP JOB DESCRIPTION

Specific internship title



Job Title: Community Relations Intern

Stating that it is an internship role

Hours per week: 30

Job Description: Participate in a formal internship program which includes performing various assignments to become familiar with the organization and gain basic work experience. Work assignments are supplemented with professional development training, self-study assignments, workshops, and volunteer service in the community.

-Community engagement **to include** managing volunteer projects and helping to coordinate and present Wells Fargo's signature financial education curricula, Hands On Banking to the community.

-Public Relations **to include** creating internal news stories that highlight Wells Fargo in the community and attend meetings and conferences with local nonprofits.

Breakdown of job role and tasks

Support Structure

Related to soft skills

-Office administration to include data entry and appointment scheduling.

Skills needed: Organization; Attention to detail; Ability to take direction; Ability to work with a team.

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.

