

Sample Internship Job Descriptions

Social Media Intern

Company XYZ- Morgantown, WV

Temporary, Internship

Summary:

Company XYZ is a local company looking for eager interns to support our growing business needs during the summer of 2017.

We are looking for motivated and talented individuals to join our team. The goal of this program is to help further develop your social media skills in a professional work environment.

As an intern, you will be working closely with a marketing manager who will provide you with real hands-on projects and daily tasks that use social media platforms to promote and manage Company XYZ's brand image. Interns will be able to apply classroom based knowledge to projects and gain essential skills needed to be career ready. Company XYZ is dedicated to developing successful leaders, and we strive to make this internship as realistic and informative as possible.

Job Duties and Responsibilities:

- Create and grow social media presence/profiles
- Moderate comments across social media profiles
- Utilize social media profiles to campaign events
- Maintain, post and, update social media profiles such as Twitter, Facebook, LinkedIn, Instagram, and Snapchat with appropriate and appealing content
- Assist with social media analytics and reporting
- Assist in loading/producing stories/creating social media graphics
- Help develop strategies for capturing target audience and current customer engagement
- Other duties as assigned

Qualifications and Education:

- Advanced knowledge of popular social media platforms from a brand perspective
- Excellent written and verbal communication skills
- Highly organized
- Ability to project prioritize and meet deadlines
- Proficient in Microsoft Office
- Bachelor's degree or currently enrolled in an accredited college or university in marketing or related field of study
- Minimum over all GPA of 3.0
- 40 hours a week Monday-Friday, 8:00am-5:00pm starting Jun 1st-August 1st

Sample Internship Job Descriptions

IT Intern:

Company XYZ, Morgantown WV
Temporary, Internship

Summary:

Company XYZ is a local company looking for eager interns to support our growing business needs during the summer of 2017.

We are looking for motivated and talented individuals to join our team. The goal of this program is to help further develop your IT skills in a professional business setting, better preparing you for a future career in IT.

As an intern, you will be working closely with an IT manager who will provide you with real hands-on projects and daily tasks. Interns will be able to apply classroom based knowledge to projects and gain essential skills needed to be career ready. Company XYZ is dedicated to developing successful leaders, and we strive to make this internship as realistic and informative as possible.

Job Duties and Responsibilities:

- Provide computer support via telephone, email, and face-to-face contact
- Troubleshoot computer equipment when problems are reported
- Install hardware and software and ensure it runs properly
- Assist in the maintenance of server equipment and network connections
- Work with vendors to report hardware and software issues including coordinating solutions and support
- Other duties as assigned

Qualifications and Education:

- Excellent customer service skills
- Ability to work in a fast-paced environment and multi-task
- Organization skills and detail oriented
- Strong written and verbal communication skills
- Proficient in Microsoft Office
- Previous experience in installing hardware and software in a business setting preferred
- Currently pursuing a degree in Information Systems or related field of study
- Junior or senior preferred
- Minimum GPA of 3.0
- 40 hours a week Monday-Friday, 8:00am-5:00pm starting June 1st-August 1st

Sample Internship Job Descriptions

Communications Intern

Company XYZ, Morgantown, WV

Temporary, Internship

Summary:

Company XYZ is a local company looking for eager interns to support our growing business needs during the summer of 2017.

We are looking for motivated and talented individuals to join our team. The goal of this program is to help further develop your communication skills in a business setting, better preparing you for a future career in the professional world.

As an intern, you will work closely with several departments within the organization, including Accounting, Finance, Human Resources, Operations, Marketing, Sales, Information Technology, and Customer Service. You will assist in the day-to-day tasks in the office environment along with completing a specialized project that you will present to Company XYZ business leaders at the end of the summer. Interns will be able to apply classroom based knowledge to real life and gain essential skills needed to be career ready. Company XYZ is dedicated to developing successful leaders, and we strive to make this internship as realistic and informative as possible.

Job Duties and Responsibilities

- Scheduling appointments, reminders, and project lists
- Execute and maintain contracts, miscellaneous forms, reports, payments, and deadlines
- Provide support with projects or weekly lists
- Extensive telephone work
- Assist with interviewing/hiring prospective employees and fill out/file new hire paperwork
- Work closely with vendors and customers
- Communicate in a professional environment
- Other duties as assigned

Qualifications and Education:

- Excellent customer service skills
- Excellent written and verbal communication skills
- Highly organized
- Ability to project prioritize and meet deadlines
- Proficient in Microsoft Office
- Bachelor's degree or currently enrolled in an accredited college or university in communications, business, or related field of study
- Minimum over all GPA of 3.0
- 40 hours a week Monday-Friday, 8:00am-5:00pm starting Jun 1st-August 1st

Sample Internship Job Descriptions

Accounting Intern

Company XYZ, Morgantown, WV

Temporary, Internship

Summary:

Company XYZ is a local company looking for eager interns to support our growing business needs during the summer of 2017.

We are looking for motivated and talented individuals to join our team. The goal of this program is to help further develop your accounting skills in a professional business setting, better preparing you for a future career in the professional world.

As an intern, you will work closely with an accounting manager, who will provide you with specific projects and daily tasks. Interns will be able to apply classroom based knowledge to real life and gain essential skills needed to be career ready. Company XYZ is dedicated to developing successful leaders, and we strive to make this internship as realistic and informative as possible.

Job Duties and Responsibilities:

- Assist in fiscal systems and procedures
- Reconciling accounts payable
- Collect payments from vendors and customers
- Meet deadlines for project deliverables
- Assist with other projects assigned

Qualifications and Education:

- Comfortable on the phone
- Knowledge on debits and credits, balance sheets, income statements, and statement of cash flows
- Detail oriented, responsible, and discrete
- Ability to project prioritize and meet deadlines
- Proficient in Microsoft Office
- Bachelor's degree or currently enrolled in an accredited college or university in accounting, business, or related field of study
- Minimum over all GPA of 3.0
- 40 hours a week Monday-Friday, 8:00am-5:00pm starting Jun 1st-August 1st