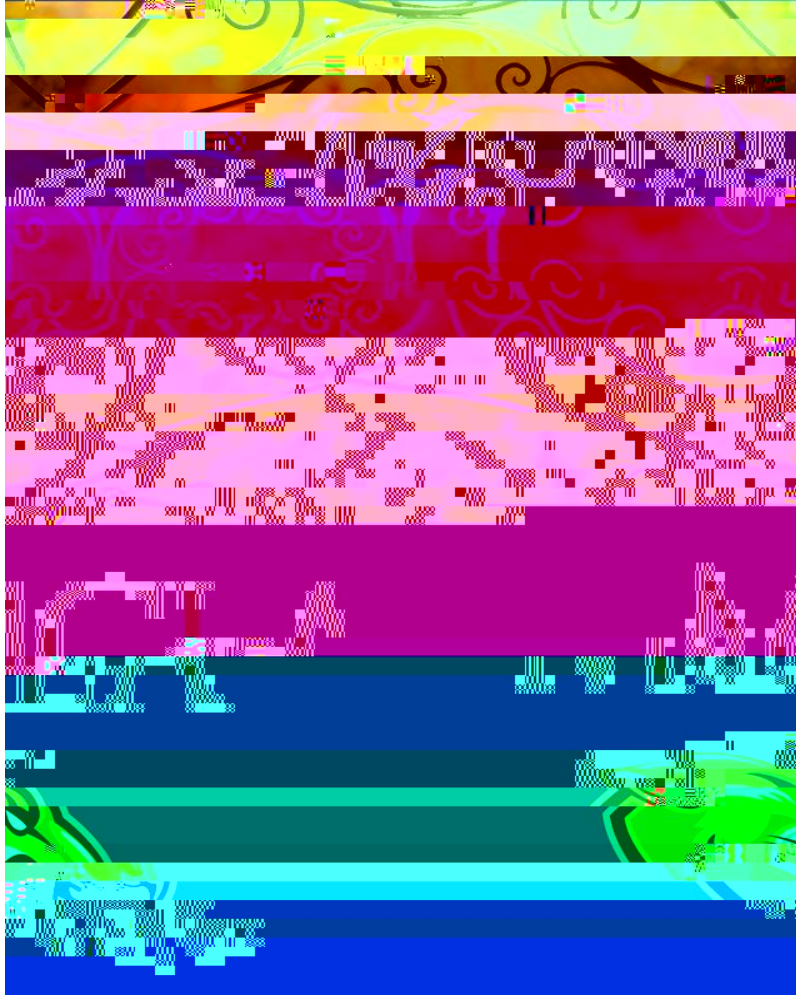


# Employer Internship Guide



**Massachusetts College of Liberal**

**Career Services**

**Table of Contents:**

Mission Statement.....	1
	.. 1
Creating an Eff	2
Preparing for a	... 2-3
Welcoming Your N	3-4
	. 4
Sample Internship	. . . 5
Sample Internship Contact	6



## **CREATING AN EFFECTIVE INTERNSHIP JOB DESCRIPTION:**

The creation of a detailed and accurate job description is essential to the internship process. It helps to identify the overall mission of the organization and also ensures that the intern understands their expectations and responsibilities. The following elements should be included in an internship job description:

**Organization name/department:** Include the name of the organization, the particular department for which the intern will be working, and the location of the organization.

**Job title:** State the job title. The most effective job titles are those that relate the type of work that is to be performed by the intern.

**Job objective:** Explain the impact this position will have on the company and how it relates to the overall missions/goals of the organization.

**Duties and responsibilities:** Please be as specific as possible.

### **Resources:**

- We will collaborate with the student on the completion of the MCLA Internship Application at the start of each internship.
- We have the time to support an intern.
- We have the human resources to support an intern.
- We have the physical resources to support an intern, including a safe and adequate work space.
- We will contact the MCLA Internship Coordinator or faculty sponsor if we have any questions or concerns at any point during the internship process. Contact information for the MCLA Internship Coordinator is listed below:

Anthony Napolitano  
[anthony.napolitano.jr@mcla.edu](mailto:anthony.napolitano.jr@mcla.edu)  
413-662-5332

### **Work/projects:**

- We have quality work assignments for the intern. These may include:
  - Assisting/creating/designing/overseeing specific programs or projects.
  - Participation in staff or team meetings.
  - Ability to shadow upper level leadership.
- Work assignments and goals will be challenging yet attainable.
- An intern will be able to apply the knowledge they have acquired in the classroom and apply it to the workplace.

### **WELCOMING YOUR NEW INTERN:**

Helping an intern feel welcomed and comfortable within your organization is of the utmost importance. It is of benefit to both the supervisor and the intern to discuss expectations prior to the start of the internship. Doing so helps the intern become settled in his/her role within your organization. It also helps the supervisor identify what it is that the intern is hoping to learn from this experience. The



## **SAMPLE INTERNSHIP DESCRIPTION**

**Company Name:** Ace Company

**Job Title:** Business Development Intern

**Reports to:** Vice President of Business Development, Jane Smith

### **Opportunities and experience for the intern:**

The business development intern will be an integral part of a quickly evolving start-up, Ace Company, as well as an established and continually expanding non-profit, 501(c) (3) registered philanthropic foundation. This position will provide an opportunity to transfer knowledge obtained in the classroom into relevant business development activities. Daily interaction with a number of knowledgeable professionals will provide the intern with valuable insight into the entrepreneurial experience. At the same time, the intern will always be encouraged to contribute new information and a fresh perspective.

### **Duties and responsibilities:**

The intern will assist and collaborate with the company/foundation president and the vice-president of business development, as well as the board chair, business consultants, and contractors in all aspects of the department including but not limited to:

- Product and market research
- Non-profit fundraising activities
- Proposal and grant writing
- Networking with prospective clients, business associates, and fellow entrepreneurs
- Overseeing and continuing to develop the donation/gift database

### **Required skills and attributes:**

- Desire to comprehend marketing and sales strategies
- Highly focused on providing top quality customer service
- Excellent verbal and written communication skills
- Open-minded and sensitive to the cultural, ethnic, religious, and daily activity norms from around the world
- Ability to organize and maintain a large database
- Ability to communicate with those for whom English is a second language

**Compensation:** \$12/hour

**How to apply:** Email, resume, cover letter, and writing samples to [Jane.Smith@acecompany.com](mailto:Jane.Smith@acecompany.com)

