

Examples

Internship Job Descriptions and Tasks

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What are the learning goals of this internship? Please include how it connects with the mission of the organization.	6

Suggested Tasks Organized by Career Cluster

Manufacturing, Engineering, Technology & Trades	Finance & Business Services
<ul style="list-style-type: none"> ● Material and equipment inspection ● Study plant safety and suggest recommendations for improvement ● Read and interpret drawings ● Develop, prepare, and/or review engineering plans ● Develop basic detail and assembly drawings for products and equipment ● Review applications and issues permits ● Perform physical and chemical tests for quality control ● Conduct research and provide technical assistance as needed ● Create 3-D models from 2-D drawings ● Test prototypes and standard products and write reports to document the results ● Maintain clean and orderly work areas ● Develop and write manufacturing process instructions ● Manage vendors; follow-up on purchase orders ● Receive and/or inspect parts ● Collect and record measurements and other data 	<ul style="list-style-type: none"> ● Attend client meetings ● Analyze data to identify areas of opportunity & efficiency ● Generate financial forecast and cost recovery reports ● Engage in activities related to accounts payable/accounts receivable ● File and process applications from prospective candidates ● Schedule interviews and generate letters of receipt of application ● Prepare materials for new hire orientations ● Prepare and review financial statements ● Attend networking events to develop new client relationships and strengthen existing ● Perform membership and sponsorship tracking and follow-ups ● Log media requests ● Assist in the coordination of volunteer activities ● Organize and inventory gifts for charity events ● Research and gather documentation on company position in the industry

<ul style="list-style-type: none"> ● Review plans and/or maps of structures for inspections, troubleshooting, and/or repair ● Participate in developing and implementing SOPs (Standard Operating Procedures) and WIs (Written Instructions) ● Maintain and prepare reports on inspections, as well as completed and pending work ● Assist with identifying and assessing technical problems; learn and apply techniques and methods using the necessary tools and equipment ● Assist with the installation of necessary equipment for maintenance and/or repairs 	<ul style="list-style-type: none"> ● Interview customers, stakeholders and business partners to gather details about current perspectives and/or problems ● Create support materials such as charts and graphs and take notes at meetings ● Review business processes and make recommendations for improvement ● Help launch new initiatives ● Produce and develop monthly reports ● Compile industry press clips ● Create presentations for clients
<p>Health Sciences & Technology</p>	<p>Information Technology</p>
<ul style="list-style-type: none"> ● Monitor, record and report symptoms and changes in a patient's conditions* ● Clean and maintain a sterile space ● Set up laboratory equipment and assist in testing ● Conduct and participate in research projects ● Attend patient consultation or procedures* ● Develop a wellness plan for a recovering patient* ● Assist staff to help scribe notes of patients* ● Prep patient charts* ● Learn regulatory guidelines to help ensure materials and practices comply with regulatory restrictions and guidance ● Participate in healthcare-related brainstorming* ● Perform routine maintenance and validation of research equipment ● Assist in the collection of data as designated in study protocols ● Inventory management and supply ordering ● Implement program curriculum and health & fitness activities 	<ul style="list-style-type: none"> ● Take Helpdesk calls/ tickets and provide customer service ● Perform equipment maintenance ● Troubleshoot equipment issues ● Migrate data from a user's old device to their replacement device ● Diagnose and repair hardware and software ● Virus/malware clean-up ● Install/configure software ● Analyze returned/old equipment to determine if it's eligible to be reissued or utilize for parts ● Weigh, package and setup completed equipment for delivery ● Assess IT security risks and identify meaningful solutions to mitigate ● Performs analytical reviews and participates in root cause analysis ● Create and maintain troubleshooting procedures and issue resolution documentation ● Support on documentation of projects ● Coordinate events like workshops, lessons learned, testing ● Service and move hardware

<ul style="list-style-type: none"> ● Help coordinate and participate in health and well-being promotional efforts ● Assist with clinical rounds* ● Observe patients and medical procedures* ● Attend interactive lectures and labs ● Collect and present own research ● Maintain, troubleshoot, and provide day-to-day support within Information Systems for processes, systems, applications, computers, networks, and other devices ● Maintain technical documentation of support issues and identify undocumented problems and solutions ● Document technical diagrams, policies and/or procedures <p>*These items may require patient permission</p>	<ul style="list-style-type: none"> ● Provide training on how to use applications and software ● Provide and maintain basic network connectivity for desktops, laptops, printing and plotting devices, phones and field offices ● Document common processes and draft protocol if needed ● Run software updates as needed ● Communicate with third-party vendors related to setting up new work orders and troubleshooting existing work orders ● Assist in the research of unusual bugs or other IT issues ● Perform daily SQL & Network Backup Operations for all offices in cloud and On-Premise
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Agriculture, Food & Natural Resources	Arts & Communication
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<p>These tasks may be completed through a Participant's own entrepreneurial activities or assisting a Host:</p> <ul style="list-style-type: none"> ● Keep financial records to determine profitability ● Plan and conduct a major agricultural experiment ● Design a plan to investigate and analyze a problem ● Research and determine needs in the community for interests, services and/or products ● Develop a marketing plan ● Write a newsletter article/press release to promote business ● Develop a land use plan and/or design ● Create an advertising campaign ● Determine areas of continuous improvement and renovation ● Design computer programs to address production and any associated concerns ● Offer customization for services and/or products 	<ul style="list-style-type: none"> ● Assist in creating material to post; monitor content ● Develop logos or images to represent Host and/or a special event ● Attend client meetings and develop draft design/ concepts ● Proofread communication materials ● Design email/blog templates and graphics ● Conduct market research and brand outreach ● Create newsletters and client communications ● Prepare press releases ● Manage weekly social media calendar and create strategies to increase brand visibility ● Write and produce news content ● Edit videos and photos ● Conduct interviews ● Develop social media content ● Collaborate with and interview key business stakeholders in Marketing,
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<ul style="list-style-type: none"> ● Document processes and procedures for common tasks ● Construct prototypes ● Design and/or build products, equipment, and/or facilities ● Perform maintenance and installation as needed of materials ● Keep and update customer records ● Research potential partners to grow and/or inform business to provide product and/or service needs ● Study the effects of a substance or procedure over time and determine its effectiveness ● Raise and/or train animals for competitions/business needs ● Grow crops for research or sale purposes ● Develop multi-year plans for business ● Determine community needs and areas able to provide assistance in developing/supporting with business 	<p>Sales, and Operations to identify business data and information for case study and collateral development</p> <ul style="list-style-type: none"> ● Prepare calendars and agendas for events ● Assist with research, field recording, script writing, and audio editing ● Digitally archive and organize past programs ● Create content for website, including, but not limited to, conducting and transcribing interviews ● Outreach to organizations for purposes of scheduling/booking arts education programs ● Attend/assist in workshops ● Obtain/process follow-up evaluations with participants of programs and events ● Prepare and review drawings, documents, data sets and other digital design assets
<p>Human & Public Services</p>	<p>General Suggestions for all Pathway Endorsement Areas</p>
<ul style="list-style-type: none"> ● Conduct bi-lingual outreach through verbal and/or written materials ● Research opportunities to promote access and equity in practices and procedures ● Assist in establishing program standards and goals and in the evaluation of program results ● <u>Education:</u> <ul style="list-style-type: none"> ○ Create and implement lesson plans ○ Decorate/organize classroom ○ Assist students with projects ○ Attend and participate in teacher/staff meetings ○ Monitor student progress ○ Communicate with parents and other school/program staff and administrators 	<ul style="list-style-type: none"> ● Use Excel to find trends in data; create charts and transfer to PowerPoint ● Conduct analysis and make recommendations for new social media strategies ● Organize inventory of materials ● Participate in the set-up and operation of special events and program activities ● Opportunities to work directly in customer service related tasks ● Shadow various departments/staff ● Special projects/research (think about all the things that would be great to know or do but there just doesn't seem to ever be enough time in a day! Participants can help get this work jumpstarted and developed)

<ul style="list-style-type: none">● <u>Government:</u><ul style="list-style-type: none">○ Attend committee meetings○ Write meeting minutes○ Research legislative and regulatory issues○ Assist lobbyists in campaigns and materials● <u>Non-Profit:</u><ul style="list-style-type: none">○ Coordinate and participate in fundraising and donor activities○ Draft program materials○ Assist with programs and events○ Provide direct assistance and support to clients● <u>Law:</u><ul style="list-style-type: none">○ Analyze and identify legal issues in cases○ Organize case files/notes○ Review and approve proposed contracts○ Draft/prepare legal documents○ Research and suggest methods of acquiring further evidence	
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Sample: Internship Description

Research and Analytics with a venture capital firm

Start Date: Mar 1, 2022

End Date: May 20, 2022

Hours: Monday-Friday 12:15pm-4:15pm

What are the learning goals of this internship? Please include how it connects with the mission of the organization.

To give you a crash course in venture capital that will consist of definable accomplishments as well as transferable skills that you can use throughout your career while also finding ways for you to add value within our organization and current workflow (see below). In this role, you will do a lot of number crunching, industry research, and support work, such as helping Associates with due diligence and internal processes. The intern will report to the XYZ Venture Partners Investment Team and be managed directly by Joe Supervisor.

Technical Goal: Learning how to conduct online market research using Google's advanced search capabilities as well as media-specific search tools and various financial, business, and public data sources. Access to good data is essential to any market research project, and an intern will equip herself with valuable skills that can be applied to any high-tech related occupation as well as supporting current team projects.

Background Knowledge Goal: Learn how venture capital works – the different functions of the staff at a venture capital firm, the roles of different teams, how the firms are operated, and the drivers of success.

1. Please list 2 of the [Cross-sector Essential Employability Competency](#) statements (pg. 6) this internship aligns with.
 - 1. **Critical Thinking** - Students can use their understanding of logic and reasoning to analyze and address problems.
 - 2. **Problem Solving** - Students can use their critical thinking skills to generate and evaluate solutions as they relate to the needs of the team, customer, and company.

2. Please list 2 of the specific [Technical Competency Statements](#) in alignment with this internship's career pathway (pgs. 6-12).
 - 1. **Entrepreneurial Competencies:** Innovation & Invention - Students can use their understanding of idea generation, design thinking, product and business development in order to introduce and process new and effective ideas.
 - 2. **Finance and Business Competencies:** Cash & Capital Principles - Students can use their understanding of the nature of cash, monetary systems, and the value of money in order to recognize the risk, return, and opportunity cost associated with capital.

Job Description:

We are seeking an upperclassman (rising Juniors, rising Seniors, or graduating Seniors) looking for specific industry experience in venture capitalism as well as strong financial and analytical skills to develop and review excel financial models and valuation models that will directly contribute to the team's current workflow. Expect to draft information memorandums and management presentations, and manage due diligence efforts while working directly with management teams. You should be smart, articulate, and passionate about startups and venture capital.

Write out a general daily task list for the intern. Consider the goals listed above, simple timelines such as arrival and departure, complex timelines such as project goals, where the intern will be working on these projects, who will be supervising, and how/when feedback will be delivered and by whom.

12:15pm Arrival (in the office at your desk, not pulling in the parking lot)

Review Daily Meeting Notes on Teams, check for assignment(s)

12:45 10 Minute Meet with Joe Supervisor to review tasks for the day, short term and long term project progress

1:00 Set priorities and begin work based on daily meeting notes, and meeting with Joe Supervisor

2:15 Break

2:30 Resume work on daily task(s)

4:00 Submit priority list and tasks accomplished on the Daily Tasks document

4:15 Departure (leaving the office, not pulling out of the parking lot)

Weekly

3:30pm on Friday meet with Joe Supervisor to review effectiveness and efficiency of completed work, identify process goals and glitches, set new goals and/or tasks for the following week

Monthly

12:15 First Monday of the month, attend the Team meeting. Joe Supervisor will communicate what is expected of the intern (where to sit, how to participate, etc.).

End of Internship

Last monthly team meeting will include a 10 minute presentation from the intern to be focused on the growth of the intern on both the technical and background goals and/or on the goals of the company. If you have down time during this internship we expect you to be working on this presentation.

Exit interviews and forms that will collect data on the success of the internship from both the organization's and intern's perspectives.

Useful Resources:

[DAY IN THE LIFE OF A VENTURE CAPITAL ANALYST INTERN AT ESPLANADE VENTURES](#)

[Examples of Internship Goals - OpenView Labs](#)

[Clayton Associates Venture Capital Analyst Summer Internship | SmartRecruiters](#)

[Venture Capital Careers: Work, Salary, Bonuses and Exits](#)

Template

Internship Title:

Start Date:

End Date:

Days and Hours:

1. What are the learning goals of this internship? Please include how it connects with the mission of the organization.
2. Two [Cross-sector Essential Employability Competency](#) statements (pg. 6) this internship aligns with
3. The specific [Technical Competency Statements](#) in alignment with this internship's career pathway (pgs. 6-12).
4. Job Description - using specific examples, language tied to the RTEEC identified above, and connected to the mission of the organization.
5. Write out a daily task list for the intern. Consider the goals listed above, simple timelines such as arrival and departure, complex timelines such as project goals, where the intern will be working on these projects, who will be supervising, and how/when feedback will be delivered and by whom.
6. List the end of internship milestones, tasks, and feedback activities.