Host an Intern – Position Description Template

**Thank you for your interest in hosting a student intern from the Faculty of Arts & Education.**

The information you provide here will help us assess your opportunity for credit in our Arts & Education courses and create a position description to be promoted to Deakin students.

Deakin supports internships in a wide range of our courses and disciplines. Arts & Education students are talented, dynamic, and multi-disciplinarian - with experience in a range of disciplines such as media & communication, the arts, screen & design, humanities, social sciences international and cultural studies, and more.

If you are unsure if your opportunity is right for an Arts & Education student (or you think it might be suitable for students across faculties), we are happy to liaise with our colleagues in the Faculties of Business & Law, Health, and Sciences to make your opportunity broadly available to students across the University.

**Organisation & supervisor details**

|  |  |
| --- | --- |
| Organisation name |  |
| Team / Division / Business Unit *(ie. “Marketing Team”)* |  |
| ABN |  |
| Website |  |
| Address |  |
| Number of employees  in organisation |  |
| Number of employees  in team |  |

**Supervisor Details**

|  |  |
| --- | --- |
| Supervisor Name |  |
| Supervisor Role/ Title |  |
| Supervisor Phone |  |
| Supervisor Email |  |
| Supervisor Linkedin |  |
| Email address for applications |  |
| Are you a Deakin alumnus? |  |

**Internship location and sequencing details**

|  |  |
| --- | --- |
| Internship Title *(eg. “Journalism Intern”)* |  |
| Paid/unpaid |  |
| Internship mode *(ie. On-location, WFH, or both)* |  |
| Proposed start & end date |  |
| Expected attendance (ie hours per day, days per week) |  |
| Primary location of internship |  |

**Position Description**

|  |  |
| --- | --- |
| **About your organisation**  Please briefly introduce your organisation – this will be used at the top of the internship ad |  |
| **About this internship**  Please briefly describe the purpose of this internship as you would like it to appear in the advertisement |  |
| **Internship tasks**  Please briefly describe the main tasks or duties the intern will be assisting with |  |
| **Internship Benefits**  Please briefly describe what an intern can hope to learn or benefit from this experience |  |
| **Selection Criteria**  What are some desirable qualities/ skills of the intern to succeed in this role? |  |

**Next steps and process**

If your opportunity is able to be promoted as a for-credit internship experience in the Faculty of Arts & Education, the Work Integrated Learning (WIL) team will promote this opportunity on Deakin’s Jobs & Internships board, and our internal student networks. We prefer to advertise positions for a minimum of 2 weeks to allow students ample opportunity to apply.

We’ll support you to run a recruitment process that suits you. We have a few application options – students can submit the traditional resume and cover letter or a sample of their work, video response to a question, text response to a short answer question etc. Please let us know your preferred application method.

Students will expect to hear from you directly about the recruitment process – you can let students know if they have been shortlisted and invite them to a (formal or informal) interview to select your successful applicant.

Please inform us of your preferred candidate – we can confirm that they are eligible to undertake the internship for credit (and therefore eligible to be covered by Deakin University Insurance), and support them to complete their necessary paperwork 2 weeks before they start.

We appreciate the time you take to provide feedback to unsuccessful applicants. This is a very important part of the internship experience for students, and it helps them improve their career skills for the future. Our team can also assist in notifying unsuccessful candidates if there are a large volume of applications. In this instance we ask that you provide us with feedback to pass on to students.

**Enrolment Advice**

If your opportunity is unpaid, the internship must be enrolled for-credit in a student’s course, and the total internship hours must not exceed 160. Most unpaid internships are between 100 – 120 hours in length.

The following text is included in all internship advertisements promoted by the Faculty of Arts & Education:

*“Enrolment in one of the internship units listed in this advertisement is a strict requirement of this WIL experience. If your application for this role is successful, you are required to be concurrently enrolled in the appropriate WIL unit. Ineligible students will not be considered.”*

**Final steps and timeline**

Once you have confirmed your successful candidate, both you and your intern will complete an internship registration form (student-host agreement), which confirms the internship dates, hours, tasks and each party’s rights and responsibilities during the internship.

Students are required to submit a completed copy of the registration form to the Arts & Education WIL team at **least two weeks before their proposed start date**. Please plan accordingly for this timeline – this allows students an opportunity to complete important pre-internship training, and re-arrange their work, study, and volunteer schedules to participate in the internship. This time also allows the WIL team time to organise important paperwork and insurance.

**Contact us**

For more information, or to discuss your internship position in more detail, please get in touch with our friendly team at [artsed-wil@deakin.edu.au](mailto:artsed-wil@deakin.edu.au), or by calling +61 3 9246 8759