

Student Internship Job Posting Template

Transforming Campus Employment into Career-Ready Experiences

Hiring Manager Quick Guide:

- **Wage Benchmarking:** Reference national student/intern market rates via the NACE Salary Survey Data (<https://www.naceweb.org/job-market/compensation/average-hourly-wage-for-interns-exceeds-23-dollars>)
- **Competencies:** In Section 3, select the top 3–4 core skills this position actively builds. Provide a one-sentence operational example for each chosen skill. (<https://www.naceweb.org/docs/default-source/default-document-library/2024/resources/nace-career-readiness-competencies-revised-apr-2024.pdf>)
- **Action-Oriented:** Write duties starting with active verbs (e.g., Manage, Analyze, Design) rather than passive descriptions.

1. POSITION OVERVIEW

Working Job Title	[e.g., Student Marketing Assistant, Operations Coordinator]
Department / Division	[e.g., Department of Chemistry, Student Housing]
Reports To (Supervisor)	[Name, Title, and Email Address]
Hourly Wage	[\$[Insert Rate / Hour - Refer to NACE guidelines above]
Hours per Week	[e.g., 10–15 hours/week Flexible around class schedules]

2. CORE RESPONSIBILITIES & DAILY TASKS

List 3 to 5 core duties that the student will own. Focus on descriptive, clear outcomes.

- [Responsibility 1: e.g., Manage the front desk reception area, greeting visitors and routing multi-line phone calls.]
- [Responsibility 2: e.g., Coordinate weekly digital newsletter components using Canva and monitor basic engagement analytics.]
- [Responsibility 3: e.g., Maintain digital file systems and execute data entry protocols within the department database.]
- [Responsibility 4: Add extra core responsibility if applicable...]

3. CAREER READINESS & NACE COMPETENCIES

Select 3 to 4 key areas developed in this role and write a brief application example.

☐ **Critical Thinking / Problem Solving**

Analyze issues, make decisions, and overcome barriers by obtaining and using data.

Student application example: *[e.g., Identifying inventory discrepancies and recommending reorder schedules.]*

☐ **Communication**

Articulate thoughts and ideas clearly and effectively in written, verbal, and non-verbal forms.

Student application example: *[e.g., Draft professional email updates to student organizations and present findings at staff meetings.]*

☐ **Teamwork**

Build collaborative relationships with colleagues and customers representing diverse cultures and viewpoints.

Student application example: *[e.g., Collaborating with a 3-person peer cohort to organize the regional student symposium.]*

☐ **Technology**

Understand and navigate established technologies, and adapt to emerging tools efficiently.

Student application example: *[e.g., Managing spreadsheets via advanced Microsoft Excel formulas and troubleshooting office systems.]*

☐ **Leadership**

Assess and manage personal emotions and those of others; use empathetic skills to guide and motivate.

Student application example: *[e.g., Facilitating training sessions and peer mentorship workflows for incoming student assistants.]*

☐ **Professionalism**

Demonstrate effective work habits, personal accountability, and ethical behavior.

Student application example: *[e.g., Maintaining strict student data confidentiality protocols and managing overlapping project timelines.]*

☐ **Career & Self-Development**

Continually develop skills, assess career goals, and navigate professional environments.

Student application example: *[e.g., Engaging in monthly supervisor check-ins to map current project skills directly onto future industry targets.]*

4. QUALIFICATIONS & TECHNICAL SKILLS

Required Minimum Qualifications:

- Must be a currently enrolled student at the University of Houston in good standing.
- *[e.g., Basic baseline operation of Microsoft Office Suite software.]*

Preferred / Trainable Skills:

- *[e.g., Experience creating promotional graphics or familiarity with social media managers.]*
- *[e.g., Prior peer-facing customer service role.]*

