

# **Master of Public Health Internship Position Description Template**

Below is a template, which can be modified to best fit the organization and internship position

## **Internship Position Title**

**Site:**

**Location:**

**Compensation:**

**Contact:**

### **Organization / Program Information**

- Include brief description of the organization/program

### **Position Overview**

- Include brief overview of the internship project

### **Key Responsibilities/Duties**

- Include activities, projects, etc.

### **Deliverables**

- Include a list of what products/deliverables the student will complete and submit

### **Required Qualifications**

- Include any required skills/knowledge
- Include if it is required to complete and pass a background check, drug testing, etc.

### **Preferred Qualifications**

- Include any preferred skills here (bilingual, communication, leadership, etc)

### **Application Process**

- Include application instructions (e.g., online application; email cover letter & resume; other)
- Include a deadline (the deadline should allow for enough time to interview and select an intern before the internship paperwork deadline of at least 2 weeks prior to the start of the internship)