

Tips for Internship & Co-op Descriptions

1. Job Title

Students browse job titles to determine if a position fits their career interests. Including one or more relevant keywords in the position title appeals to students.

2. Academic Credit for Internships

If your company has an interest in working with for-credit internships, indicate this in the posting with wording like “flexible to meet requirements for academic credit.”

3. Unpaid Internships *(Co-ops are always paid)*

Paid internships receive **over three times more views** than unpaid, resulting in a more robust applicant pool for those opportunities. Many students are unable to accept an unpaid internship. Consider paying your intern an hourly wage or stipend for most selective candidate pool.

4. Learning Goals

Internship and co-op postings are required to include learning goals, which helps students understand how the position connects to their career. This information also helps us accurately differentiate co-ops and internships from part-time or volunteer work in the database.

5. Wages

If possible, list the dollar amount or a range instead of “to be determined.” Specific wage information helps students make informed decisions as they weigh options.

6. Posting Multiple Positions

Thank you for your interest in posting many job opportunities! To receive the most applicants, post positions separately with specific titles, and avoid generic postings.

7. Responsibilities

Students are more likely to apply to a position when they clearly understand what it involves. Thoroughly describe the position’s responsibilities, tasks, and expectations.

8. Supervision/Mentorship

List pertinent details for the position’s supervision structure, how often the student will meet with their supervisor, and how they will be evaluated.

9. Qualifications

Qualifications are essential to for any job description. However, students read job descriptions literally and are often discouraged from applying if they do not meet every requirement (even if they have the skills to do the job). Clarify which qualifications are the minimum and which are preferred.

10. Advantages to Student

List any benefits or perks for the student once s/he is offered the position. Examples include: mentorship, networking opportunities, meals, parking, conferences, etc.

Thank you for recruiting from Georgia State University!



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