



## Sample Internship Descriptions

*Note: Mentors have flexibility in detailing intern duties and can alter descriptions depending on their field of expertise and intern responsibilities. The samples below are only examples. We strongly encourage mentors to outline positions as they see fit.*

### **Sample Internship Description #1:**

**Position Title:** Duke PMCoP Steering Committee Intern

**Estimated Volunteer Hours/Week:** 1 hours

**Estimated Volunteer Hours/Month:** 4-5 hours

### **Job Description**

The internship position is available to senior undergraduate, graduate students, or postdoctoral fellows that wish to explore or pursue a career in the area of Project Management. This position primarily serves as an assistant to and reports to the Steering Committee Chair, but is available to aid all PMCoP subcommittees and PMCoP members when needed. The intern will assist the committee with general duties including but not limited to record keeping and organization, communication, event logistics, etc. In return, the intern will gain critical insight into the role of project managers within the Duke University and Duke University School of Medicine community and VA Partnership.

At the beginning of the position tenure, the intern will work with the chair and/or Steering Committee to determine at least one overarching internship project. This project, large or small, should provide the intern with something to contribute to the community, practice their skill set, and give them something tangible to speak to during future job interviews.

### **Responsibilities**

1. Collect meeting business and compile agenda for monthly PMCoP Steering Committee meetings. Call for agenda items the Monday before meetings.
2. Circulate meeting agenda to committee 24-48 hours ahead of time for review.
3. Attend and participate in 90% of the DPMCoP Steering Committee meetings, ideally attend all.
4. Take notes and record thorough meeting minutes and distribute within 24-72 hours following the monthly meeting.





- Monitor attendance at monthly meetings.
  - Meeting agendas and minutes should also be uploaded to Duke Box.
5. Attend programming 50-75% of the time – ideally whenever scheduling permits.
  6. Facilitate/coordinate with the Mentorship committee to bring interested students into committee and PMCoP. Serve as liaison between Duke University students and PMCoP.
  7. Aid subcommittees and PMCoP members as needed.

### ***Sample Internship Description #2:***

**Position Title:** Duke PMCoP Communications Committee Intern

**Estimated Volunteer Hours/Week:** 1 hours

**Estimated Volunteer Hours/Month:** 4-5 hours

### **Job Description**

The internship position is available to senior undergraduate, graduate students, or postdoctoral fellows that wish to explore or pursue a career in the area of Project Management. This position primarily serves as an assistant to and reports to the Director of Communications, but is available to aid all PMCoP subcommittees and PMCoP members as needed. The intern will assist the committee with general duties including but not limited to: overseeing and updating content on the Duke PMCoP website and working with the communications committee to both maintain consistent branding on all PMCoP communications and to provide relevant content to PMCoP members. In return, the intern will gain critical insight into the role of project managers within the Duke University and Duke University School of Medicine community and VA Partnership.

At the beginning of the position tenure, the intern will work with the Director of Communications to determine at least one overarching internship project. This project, large or small, should provide the intern with something to contribute to the community, practice their skill set, and give them something tangible to speak to during future job interviews.

### **Responsibilities**

1. Maintaining and updating all content on the PMCoP website.





2. Managing the PMCoP website as and administrator for Sites@Duke (Wordpress)
3. Assisting the Communications committee members with duties related to managing PMCoP social media accounts, the monthly newsletter, and marketing materials.
4. Working with the Toolbox Committee to translate content from the PM Toolbox on the PMCoP website.
5. Working with the Programming Committee to advertise and promote PMCoP events on the website event calendar.
6. Attend and participate in 90% of the Steering Committee meetings, ideally attend all.
7. Facilitate/coordinate with the Mentorship Committee to bring interested students into committee and PMCoP. Serve as liaison between Duke University students and PMCoP.
8. Aid subcommittees and PMCoP members as needed.

***Sample Internship Description #3:***

**Position Title:** Duke PMCoP Toolbox Committee Intern

**Estimated Volunteer Hours/Week:** 1 hours

**Estimated Volunteer Hours/Month:** 4-5 hours

**Job Description**

The internship position is available to senior undergraduate, graduate students, or postdoctoral fellows that wish to explore or pursue a career in the area of Project Management. This position primarily serves as an assistant to and reports to the Toolbox Committee Chair, but is available to aid all PMCoP subcommittees and PMCoP members as needed. The intern will assist the committee with general duties including but not limited to: organizing, updating, and maintaining archived materials, communication, routine maintenance of the Duke Toolbox, etc. In return, the intern will gain insight into the role of project managers within the Duke University and Duke University School of Medicine community and VA Partnership that will ultimately shape their career path.

At the beginning of the position tenure, the intern will work with the chair and/or Toolbox Committee to determine at least one overarching internship project. This





project, large or small, should provide the intern with something to contribute to the community, hone their skill set, and produce tangible outcomes to reflect on during future interviews.

### **Responsibilities**

1. Organize files and manage user navigation in Duke PMCoP Toolbox.
2. Ensure all archived files contain complete contents (ie audiovisual, stacks,etc)
3. Upon acquiring signed waivers from presenters, the intern must upload them to the Duke PMCoP toolbox channel.
4. Collaborate with the other student intern
5. Attend and participate in 90% of the DPMCoP Steering Committee meetings, ideally attend all.
6. Facilitate/coordinate with the Mentorship Committee to bring interested students into committee and PMCoP. Serve as liaison between Duke University students and PMCoP.
7. Aid subcommittees and PMCoP members as needed.

