**Sample Internship Descriptions**

---

**Sample #1: Summer Marketing/Communications Intern**

**Indiana INTERNnet**

Indiana INTERNnet is a business-education partnership between the Indiana Chamber of Commerce, Indiana higher education institutions and high schools, and Indiana-based employers to promote the quality and quantity of internship opportunities statewide. Indiana INTERNnet serves as the state’s online matching system connecting students and employers for internship opportunities. For more information, visit www.indianaintern.net; subscribe to our blog, Indiana INTERNnation; follow us on Twitter @IndianaINTERN; become a fan of Indiana INTERNnet on Facebook; and join our Indiana INTERNnet LinkedIn group.

Indiana INTERNnet is currently offering one paid semester internship opportunity to assist current staff members with internship activities.

**Intern Responsibilities**

- Follow up with employers that have posted internships in the past to collect internship metrics and provide follow-up survey results and reports.
- Research various events at which Indiana INTERNnet might consider participation and/or a booth exhibition.
- Participate in regional team efforts, recruiting employers to post internship opportunities through Indiana INTERNnet.
- Exhibit journalistic skills by contributing monthly Indiana INTERNnetwork newsletter articles.
- Contact local chambers of commerce and industry associations throughout the state to develop collaborative efforts, including local web site presence, speaking engagements, newsletter article submissions and local event involvement.
- Follow up with non-active employers to encourage them to resumé usage of Indiana INTERNnet to fulfill their internship needs.
- Contribute at least one weekly blog entry to Indiana INTERNnation.
- Update Indiana INTERNnet’s social media accounts daily.
- Miscellaneous projects as assigned.

**Desired Qualifications**

- Minimum 2.0 GPA
- Open to high school students and students who are currently working toward an associate’s, bachelor’s or master’s degree
- Excellent organizational skills
- Time management
- Ability to prioritize multiple projects
- Effective oral and written communication
- Working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)
- Online research skills
- Familiarization with blogging and social media platforms
- Ability to work well on an individual and collaborative basis
- Attention to detail

**Internship Details**

- Office location is downtown Indianapolis; parking is at the intern’s expense.
- This internship is for one semester with a flexible start and end date.
- Internship hours are Monday-Friday from 9:00 a.m. to 5:00 p.m.
- This is a paid internship.
Sample Internship Descriptions

**Sample #2: Government Affairs Research Intern**  
**Indiana Chamber of Commerce**

Since 1922, the Indiana Chamber of Commerce has been the state’s largest broad-based business advocacy organization, with nearly 5,000 member companies employing 800,000 Hoosier workers. The mission of the Indiana Chamber of Commerce is to work proactively on behalf of its members and constituents. The Chamber recognizes that this can best be achieved by providing a world-competitive business climate throughout the state in order to maximize opportunity for meaningful employment of all Indiana citizens. The Chamber does this by advancing thoughtful legislation and public policy, and serving as the convenient source of reliable business information for our members and constituents. For more information, visit www.indianachamber.com.

The Indiana Chamber of Commerce is seeking a full- or part-time, unpaid government affairs research intern during the legislative session. The most important working days will be Tuesdays, Wednesdays and Thursdays from (date) through (date), when the legislature is in session. The selected intern will be involved with a variety of activities to support the work of the Chamber’s entire lobbying team.

**Intern Responsibilities:**  
- Work directly with each member of the Indiana Chamber’s lobbying team, which includes issue experts involved with a range of business issues such as education, labor relations, civil justice, small business, economic development, environment, energy, health care, tax, public finance and local government.
- Attend and report on committee hearings.
- Assist with online research and development of briefing materials.
- Conduct research on specific bills and write summaries for use in Chamber membership and board communications, as well as public presentations.
- Miscellaneous projects as assigned.

**Desired Qualifications:**  
- Minimum 2.5 GPA
- Open to students who are currently working toward a bachelor’s or master’s degree
- Excellent oral and written communication skills
- Online research skills
- Ability to comprehend, analyze and interpret complex online and printed material
- Enthusiasm for politics/government with some understanding of the legislative process
- Task-oriented, able to work independently and self-starting
- Working knowledge of Microsoft Office Suite with emphasis on strong Excel spreadsheet skills

**Internship Details:**  
- Office location is downtown Indianapolis; parking is at the intern’s expense.
- Internship hours are negotiable, but should include substantial availability on Tuesdays, Wednesdays and Thursdays during the legislative session.
- This is an unpaid internship.