

Posting Internships with UAlbany Career & Professional Development

Before posting an internship with Career & Professional Development, employers need to know some basic information.

1. **JOB DESCRIPTIONS:** Job descriptions for internships should include the following information:
 - a) Company description.
 - b) Academic Qualifications (i.e. freshman, sophomore, junior, senior OR Undergraduate, Graduate).
 - c) Preferred academic major(s).
 - d) Time period (i.e. fall semester, spring semester, or summer). Your description should include the number of hours per week and the duration of the internship experience.
 - e) List of duties and responsibilities and what student intern will learn.
 - f) Compensation if available.
 - g) How to apply (i.e. send cover letter/resume by email, fax, or postal service).
 - h) Deadline for application.
 - i) Complete contact information for applying or receiving additional information.

2. **STUDENT STATUS:** An internship opportunity must be for a currently enrolled student. Opportunities for recent graduates are not considered internships.

3. **ACADEMIC CREDIT:** Internships do not necessarily have to be for academic credit. UAlbany Career Services **does not** arrange or manage academic credit for internships. Employers wishing to limit their internship experiences to those students seeking academic credit should contact the Office of the Vice Provost for Undergraduate Education at (518) 442-3950.

4. **COMPENSATION:** Career Services prefers that employers provide compensation to UAlbany students employed as interns. Compensation usually is monetary in the \$7 - \$15 per hour range, but can also be some gesture as the provision of lunch, free parking, reimbursement for travel expenses, or some special benefit unique to the employer.

5. **SETTING UP AN INTERNSHIP PROGRAM:** Employers should incorporate the following guidelines into their internship experience or program:
 - a) Appoint an internship mentor to guide and supervise the intern.
 - b) Provide the needed resources and office space for the intern to accomplish tasks and be successful.
 - c) Develop learning objectives with meaningful assignments, clearly defined duties, and back-up tasks.
 - d) Plan an internship orientation to help interns feel welcome.
 - e) Provide on-going feedback and a final evaluation.

6. **INSTRUCTIONS FOR POSTING YOUR INTERNSHIP TO UALBANY:** Employers can post their jobs and internships online through our Handshake job management system at no cost. Brief instructions to post can be found here: <http://www.albany.edu/career/employer/internships.shtml>

If you have questions regarding posting your job or internship, or the recruitment of students here at UAlbany please contact the following:

Jermaine Harris, Assoc. Director of Employer Relations, Career & Professional Development Office
Phone: (518) 437-3913 or Email: jharris@albany.edu.