****

**Indiana Leadership Program - Position Description, Summer 2023**

**Position Title:**

**Organization**:

**Organization Address**:

**Organization Website**:

**Direct Supervisor Name and Job Title**:

**Direct Supervisor E-mail**:

**Direct Supervisor Phone**:

**OPTIONAL:**

Additional Organization Contact Name:

Additional Organization Contact Email:

Additional Organization Contact Phone:

**1 – Organization Mission Statement**

**2 – Department Summary**

(Brief summary of the department where the intern will be working. Mission, goals, programs, events, etc.)

**3 – Internship Position Summary**

Key Duties and Responsibilities:

Physical Requirements:

**4 – Place of Internship**

Will this internship ideally be conducted \_\_\_ **in-person,** \_\_\_ **remote,** or \_\_\_ **hybrid** (Please indicate)

If the internship is planned as a hybrid experience, please provide additional clarification here:

**5 – Experience Gained**

Learning objectives are intended to outline what abilities, skills or knowledge interns will gain during the internship. Please submit the key learning objectives for the internship. These objectives should be both meaningful and measurable. To ensure this, learning objectives should:

* Define clear actions/activities with observable behaviors the intern will perform during the internships.
* Define what will be understood, developed, or attained through actions/activities

Learning Objective Example: By the completion of this experience, the intern should be able to utilize the elements of job architecture and competency frameworks to create organization wide competency- based tools, resources, and templates.

Activities:

1. Create interview guides and/or interview question database
2. Develop coaching discussion guides
3. Establish job duty-training plan

**Learning Objective 1:**

Activities:

**Learning Objective 2:**

Activities

**Additional Responsibilities and Activities:**

**6 – Knowledge and Skills Required**

(What skills are required or preferred for this position?)

**7– Other Special Requirements of the Position**

Transportation Requirements

Car required (Yes/No):

Approximate distance from O’Neill:

Public Transportation Routes (if applicable):

Required Health Policies, such as vaccinations? (Yes/No):

Please Explain:

Specific days & hours the intern must be available to work (optional):

Specific events intern should be available for (please include dates):