Graduate Intern Job Description

Prime function
Collaborates with assigned company or organization external to the university in order to gain working knowledge and develop career-specific skills appropriate to the student’s area of study. Provides professional level support to assigned organization, assisting with projects, research and analysis, procedural studies, and planning.

Examples of responsibilities
Serves in an intern capacity for a specified division, program or organization external to the university, which may include the following duties and responsibilities:

- Performs tasks related to specific function/program assigned
- Develops work plans in accordance with program/organizational objectives
- Conducts independent research of administrative or operational areas specific to the assignment
- Assembles and analyzes statistical data and makes interpretations for application to area of assignment
- Assists in development of new programs, policies or procedures; coordinates programs as assigned
- Assists in specialized administrative or technical projects in area of assignment
- Creates and maintains databases
- May analyze procedures and makes recommendations for improvement
- Prepares reports as needed

Knowledge, skills and abilities

- Knowledge of issues pertaining to area of assignment
- Knowledge of management principles and practices
- Knowledge of program coordination
- Knowledge of basic project management
- Skill in organizing resources and establishing priorities
- Skill in planning, organization, coordination of activities
- Skill in establishing and maintaining effective working relationships
- Skill in both verbal and written communication
- Skill in the use of personal computer and related software applications

Minimum qualifications

- Currently admitted to a graduate degree program at Arizona State University
- Maintain a 3.0 cumulative GPA for all ASU graduate credit courses
- Must enroll in at least 1 credit hour during each fall and spring semester during the appointment