Resources for Creating Internships at URI
(Remote, In-Person, Hybrid Internship)

Thank you so much for your interest in hosting an intern from URI. We appreciate your willingness to take the time now to learn some best practices and tips for creating remote internships. We are here to answer any questions you may have in the process of preparing yourself and your organization for a successful experience! This page contains clickable links as well as URLs to allow you to use this document as you prefer.

General Preparation and Frequently Asked Questions:

The URI Center for Career & Experiential Education Website:
Our website (https://web.uri.edu/career/employers) contains links to all your FAQs, contact information for our Employer Relations team, and a full menu of ways to engage with our students and URI community for recruiting and developing your talent pipeline.

Resources for Internship Creation:
The Employer Guide to Creating a Meaningful Learning Experience for Students (https://web.uri.edu/career/files/RI-Employer-Guide.pdf) is your "go-to" guide for creating internships or other experiential learning opportunities for students. This is the product of a working group representing all institutions of higher education in Rhode Island, so by following the guidance here you can be confident that your position description will be appropriate for interns from any college or university in Rhode Island.

Resources for Supporting Interns Financially:
The Governor's Workforce Board (https://gwb.ri.gov/) has developed demand-driven programming to support the talent pipeline from college to career in Rhode Island. The Work Immersion Training Grant Program supports employers by offering up to a 50% wage reimbursement for temporary paid work experiences. Program guidelines are available on the webpage and change periodically so remember to check back for updates.

Posting your Internship at URI:

Handshake (http://uri.joinhandshake.com) is URI's portal for posting and distributing jobs, internships, volunteer opportunities, and more. This platform is free for our employer partners, and allows us to ensure that your posting is seen by the students for whom it is most appropriate. As the employer, it also allows you to view applications, connect with students, and even schedule on-campus interviews or events. This is your one-stop-shop for all things "recruitment" at URI. Think of it as "LinkedIn at URI".

Handshake Technical Support (https://support.joinhandshake.com) is available 24 hours a day by simply clicking on the "Employers" icon in the center of the page and selecting the area in which you need support. You will automatically be linked to step-by-step tutorials for common needs, can view 2 minute tutorials, and can access IT support directly through a chat feature. If you find yourself still unsure of something you can contact our office for help as well.

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Getting Started with Handshake as a New User (https://support.joinhandshake.com/hc/en-us/articles/115011431228-Getting-Started-With-Handshake-Employers) - This document will guide you as you set up your Employer Profile.

How to Post a New Job 2-Minute Tutorial (https://support.joinhandshake.com/hc/en-us/articles/221565247-Video-How-to-Post-a-New-Job) will walk you through the process of posting a new position in 2 minutes!

Common Questions when Creating Your Handshake Posting:
The following questions sometimes cause confusion- here's the easy answers!

- **Where should students submit their application?**
  - Through Handshake (preferred method for students, easy to view applications and connect with students)
  - Through an External System (if you prefer!)
- **Job Type:** Most often you will select either:
  - Internship (to be used when you have a knowledgeable supervisor who can support the learning experience)
  - Job (when a certain skill set is required at time of hiring)
- **Is this a Work Study Job:** Select NO
  - If you are a non-profit organization and would like to explore work study options please contact Holly Hernandez directly
- **Description Page:** Copy and Paste- this page will retain your formatting!
  - This is the opportunity to highlight key projects, desired skills, specific requirements and anything else you would add to a traditional job description, be specific about the expectations for remote work.
- **Job Function:** Select at least one, select as many as apply- what is the role of the student
- **Salary:** Will not accept a "range", so add any range for pay or stipend information to the body of the job description
- **Job Location:**** This field must be completed with an address, but if the position will be REMOTE be sure to click "ALLOW REMOTE WORKERS"
- **Preferences Page:** Remember - All students are able to apply for all jobs in Handshake, but setting filters on this page allows you to pinpoint categories that are a "best match"
- **Graduation date range:** leave blank if you don't have a preference
- **Minimum GPA:** OK to leave blank. In order to complete an internship for credit URI requires a 2.0 minimum GPA
- **Major Categories:** What key majors would be best suited for this position? When you select a major area(s) a collection of specific majors will pop up. To remove any of these simply click on the major and de-select. (ok to leave as-is!)
- **Interview on Campus?** This tells us if you would like to reserve a room on campus to conduct multiple interviews. Most employers reply no to this but if you need the space please take advantage of it!
- **Global Apply Start Date & Global Expiration Date:** when do you want to open this for applications and when do you want to close your application window? You can edit this at any time.
- **Save- how do you know it's been submitted**? You'll see a message that your job was successfully created, however it will show as "pending" for 2-3 business days (usually faster!) as we review each posting for accuracy prior to activating.

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Sample Remote/ Hybrid Internship Description

For additional samples please see the Employer Guide to Creating a Meaningful Student Experience (pg 17)

Internship Focus:

We are looking for a talented and versatile Marketing Intern to join our team & build our brand in the local community and online.

Key Learning Opportunities:

Our intern will lead a customer acquisition strategy and with our team will propel our brand into new markets. They will be a key member of the team, defining our marketing strategy and innovating on behalf of our customers. The marketing intern will focus on increasing our visibility on social media, growing our client base by 10% and providing data for reporting to key stakeholders.

Key responsibilities will include:

- Collect and use data to support marketing strategy changes and updates
- Create customer lifecycle marketing plans that target marketing to customers at various phases
- Increase visibility on social media by expanding platform usage and following
- Grow client base over the course of the summer months by 10%, measurable by data collection at various points
- Partner with cross-functional teams and external agencies to ensure execution of marketing and project management excellence

Basic Qualifications:

- Be able to work effectively in a remote setting free of distractions
- Be available for a set schedule 10-15 hours per week with regular check-in's
- Basic Microsoft platform knowledge
- Basic social media management program knowledge
- Enrolled in a Communications or Marketing Degree program or have related field experience
- Experience with marketing products or services At least 2 years of relevant experience in a customer-facing role. (Course work will be considered relevant experience.)

Preferred Qualifications:

- Demonstrated ability to conceptualize, manage, and prioritize marketing initiatives
- Demonstrated ability to think both strategically and tactically
- Exceptional interpersonal communication (spoken and written)
- Strong analytical skills and excellent attention to detail
- Strong organizational skills

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