



**You Have an Intern...  
Now What?!**

# Today's Objectives

- Writing an effective Job Description
- Orientation and On-Boarding
- Providing Structure
- A program to consider



# What you may have heard...



# What we hope it will be...

networking  
engagement independence exceptionally useful stepping stone training  
interpersonal skills personal development decision making confidence  
communicating initiative cv boost  
project management  
liaising employability skills great opportunity career development  
responsibility team working  
inspiring experience career plan interview ideas



# The Job Description

- Provide a high-level overview of the position
- Consider “Required” vs. “Preferred” qualifications
- Outline schedule commitments
- Note any travel requirements and/or hardware or software needs
- Ensure the position is needed/has focus



# Orientation and On-Boarding

- New hire orientation or volunteer orientation?
- Introduce to all staff
- Provide clear supervisor
- Introduce to Board; Include in meetings
- Discuss breaks, lunch, general office protocol
- Show them their space, overall office space



# Provide Structure

- Map out key projects/initiatives
  - Job Description
  - Upcoming Events
  - Student's skills/interests
- Consider weekly activity/progress reporting
  - Trello
- Keep in mind that these are undergraduate level students and will not yet have expertise/knowledge in all areas of nonprofits



# Why host an NIU student as an Intern?

- Have a year-round source of highly motivated pre-professionals
- Students can bring new perspectives to old problems
- Visibility of your organization is increased on campus
- Proven, cost-effective way to recruit and evaluate potential employees





# NGOLD-DCNP Internship Program

- Supported by Doug and Lynn Roberts Family Foundation
- Offered Fall 2014, Spring 2015, Fall 2015, Spring 2016, and Summer 2016
- 16 Students and Organizations for Fall 2016
- Through Spring 2016:  
52 total students (+ 2 Summer 2016)
  - CLCE majors or minors at first; now expanding
  - 6,240+ total internship hours (through Spring 2016)
  - \$154,378 economic impact (6,240 x \$24.74, Illinois Value of Volunteer Time in 2014)



# Proven Benefits of the DCNP/NGOLD Internship

<https://www.youtube.com/watch?v=fFWDVmuqUPU>



# Questions?

Cathy Doederlein

Director of Internships and External Relations

[cdoederlein1@niu.edu](mailto:cdoederlein1@niu.edu)

815-753-7169

