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| **Internship Role Description** |
| **Host Organisation** |  |
| **Location of internship** |  |
| **Intern Role**  |  |
| **Internship Supervisor** *(name, phone and email)* |  |

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| **Internship timeframe (please check one or more )** |
| Semester 1 (March - June) [ ]  | Semester 2 (August – November)[ ]  | Summer (December - February)[ ] **Expected start month:**  | Winter (June -July)[ ]  |
| **Other requirements****(Please check)** | Police check? |  Yes [ ]  No [ ]   |
| Working with Children Check? |  Yes [ ]  No [ ]  |
| Regional travel required?*\*if yes, an additional proforma may be required.* |  Yes [ ]  No [ ]   |

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| **Organisation Mission/Vision**  |
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| **Role Description** |
| **Please include a brief overview of purpose of this role**  |

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| **Key Duties/ Accountabilities** |
| **Your primary role is to...**(insert dot points here) |

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| **Responsibilities & Activities** |
| **Which best describes the responsibilities of the internship role** *(please check one)*[ ] Research and policy development [ ] Community consultation and engagement[ ] Communications and Marketing[ ] Digital media[ ] Information technology and data management[ ] Business development and service improvements[ ] Evaluation**Which best describes the type of activities will the intern will undertake** *(please check one or more)*[ ] Data or literature review and analysis[ ] Writing reports or other materials[ ] Developing social media tools or websites[ ] Consulting or working directly with community[ ] Providing administration/organisational support[ ] Presenting or promoting information[ ] Supporting technical or IT projects[ ] Data or data base management[ ] Other *(please specify):*  |

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| **Checklist**  |
| [ ] Intern has an on-site supervisor for the duration of the internship[ ] Intern has a suitable work station at the organisation[ ] The intern role and responsibilities outlined in this document are meaningful to the organisation and will ensure 100 hours are completed *(as per the academic requirements)* |

**Contact us**

Internship Coordinator

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