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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 only )** | | | |
| Semester 1  (March - June) | Semester 2  (August – November) | Summer  Mid-Nov to Mid-Dec  Mid-Jan to Mid-Feb | 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 | |
| Any other requirements | (e.g. integrity check, vaccination records, driver’s licence, citizenship status) | |

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| **Organisation Mission/Vision (max 100 words, please)** |
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| **Role Description (max 200 words, please)** |
| **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  Event coordination  **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  Logistics and Event planning  Other *(please specify):* |

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| **Checklist (please confirm)** |
| Intern has an available supervisor for the duration of the internship  Intern has a suitable work station onsite and/or suitable support required to work remotely  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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