

Internship Program Online Portal

Guide for Host Organisations

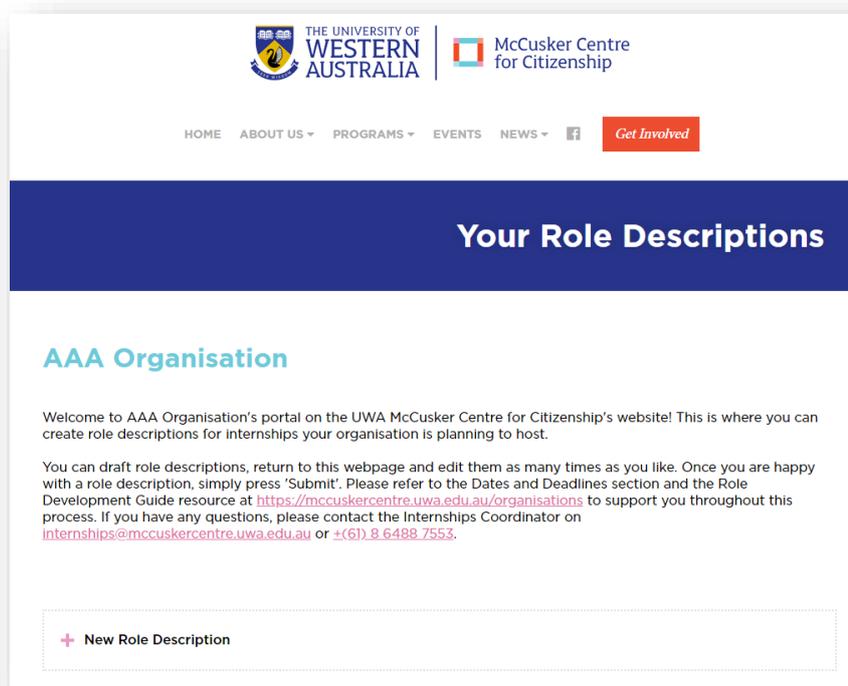
The McCusker Centre for Citizenship has adopted an online solution to streamline the process of creating roles for the Internship Program. This will allow organisations to create (draft), edit, and submit new internship role descriptions through their own portal on the McCusker Centre website. Please follow the steps in this guide to help you navigate the portal. They include:

- Step 1 – Access Your Portal (p. 1)
- Step 2 – Create New Role Descriptions (p. 2)
- Step 3 – Duplicate Role Descriptions (optional) (p. 4)

Step 1 – Access Your Portal

You will be provided with a **unique URL** for your organisation from the McCusker Centre team. If you do not have access to this, please request one by emailing internships@mccuskercentre.uwa.edu.au and store it in a secure, easy-to-access location.

Click on your URL, or copy and paste it into your internet browser (Internet Explorer, Google Chrome, etc.), and you should see a window like this:

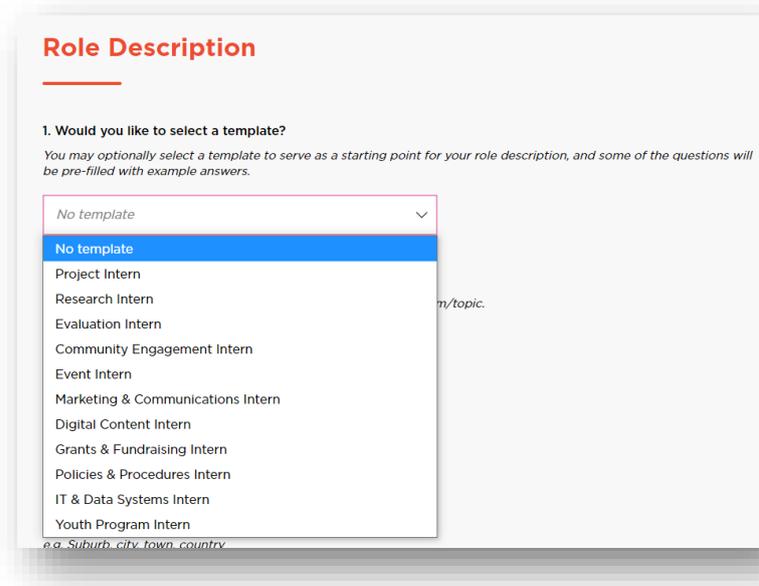


The screenshot shows a web portal for 'AAA Organisation'. At the top, there are logos for 'THE UNIVERSITY OF WESTERN AUSTRALIA' and 'McCusker Centre for Citizenship'. Below the logos is a navigation menu with links for 'HOME', 'ABOUT US', 'PROGRAMS', 'EVENTS', 'NEWS', and a 'Get Involved' button. The main heading is 'Your Role Descriptions'. Underneath, it says 'AAA Organisation' in a teal color. The text below reads: 'Welcome to AAA Organisation's portal on the UWA McCusker Centre for Citizenship's website! This is where you can create role descriptions for internships your organisation is planning to host.' It then provides instructions on how to draft and submit role descriptions, including a link to a 'Role Development Guide' and contact information for the Internships Coordinator. At the bottom, there is a button labeled '+ New Role Description'.

Step 2 – Create New Role Descriptions

The primary function of your portal is to draft, edit, and finalise role descriptions for upcoming internships.

1. Click **'+ New Role Description'** on your portal's home page.
2. **A) Select a 'template' role** if you would like to pre-fill form fields with a sample role; **or B) select 'no template'** if you would like to start from scratch.



Role Description

1. Would you like to select a template?

You may optionally select a template to serve as a starting point for your role description, and some of the questions will be pre-filled with example answers.

No template

No template

Project Intern

Research Intern

Evaluation Intern

Community Engagement Intern

Event Intern

Marketing & Communications Intern

Digital Content Intern

Grants & Fundraising Intern

Policies & Procedures Intern

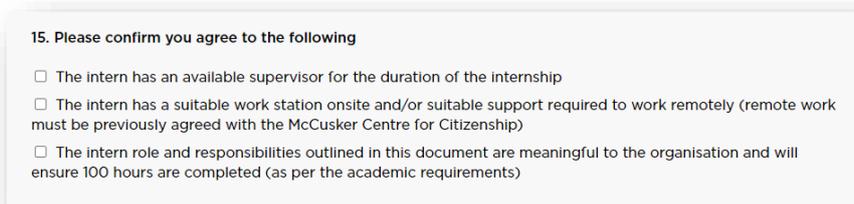
IT & Data Systems Intern

Youth Program Intern

e.g. Suburb, city, town, country

3. **Complete all the required fields** and, if you used a template, please edit the pre-filled data to suit your needs. Please check the supervisor details and internship round (Q6) carefully and ensure the role title is descriptive (i.e. 'Research Intern – Accessible Design' rather than just 'Research Intern').

Please note you will need to fill in questions 1-9 and agree to the requirements in Question 15 (see below) as a minimum in order to save a draft or submit the role.



15. Please confirm you agree to the following

The intern has an available supervisor for the duration of the internship

The intern has a suitable work station onsite and/or suitable support required to work remotely (remote work must be previously agreed with the McCusker Centre for Citizenship)

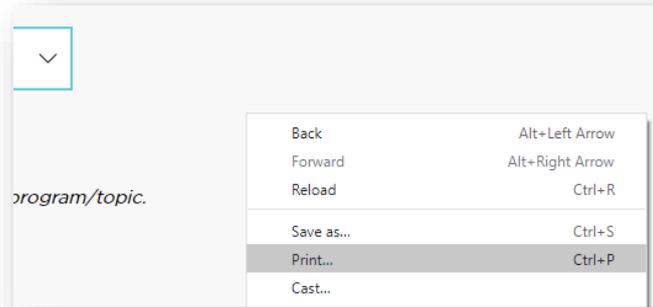
The intern role and responsibilities outlined in this document are meaningful to the organisation and will ensure 100 hours are completed (as per the academic requirements)

To support the role development process, we have created a comprehensive **Internship Role Development Guide** with sample roles, tips, and past project examples, available along with other helpful resources at <https://mccuskercentre.uwa.edu.au/organisations>

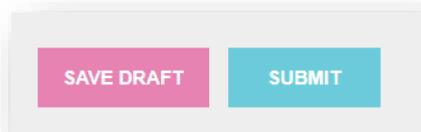
You are also encouraged to **contact the McCusker Centre team** to discuss your internship project idea, check suitability, check requirements, or have your questions answered. Simply email internships@mccuskercentre.uwa.edu.au or call 08 6488 7553.

4. Choose to either **A) Save Draft;** or **B) Submit.**

You can choose to save a role description as a draft and complete it later. If you need to send the draft to a colleague for approval or feedback, simply share your organisations' unique URL for the portal. Alternatively, you could print the webpage (or save as PDF) by using the right-click on your mouse. See below:



Once you are completely satisfied with the role description, press 'Submit' (see below).

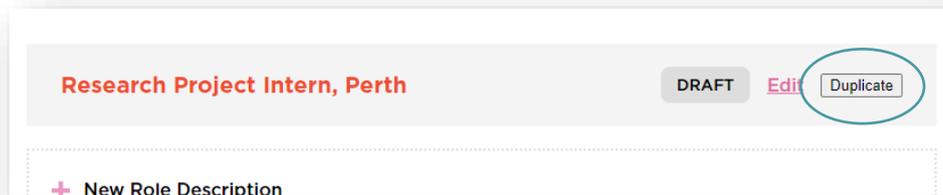


Once submitted, the McCusker Centre team will review the role description and either get in touch to request further details or approve and publish the role to the McCusker Centre website (without any contact details) so students can explore internship roles for the upcoming round.

Please allow approximately 2 business days for a response from the McCusker Centre team after submitting a role description.

Step 3 – Duplicate Role Descriptions (optional)

The portal allows you to 'duplicate', or copy, an existing role description (either draft or submitted). This is done on your portal's home page, as demonstrated below.



This will be useful if:

- You would like to host multiple interns in one round that are working on similar projects; or
- You would like to host interns across multiple rounds with the same project focus and requirements.

If duplicating roles, please ensure you check the internship round (Q6) carefully and differentiate the role title where possible.

As you would do with new role descriptions, duplicate role descriptions need to be submitted (see p. 3).

Contact

If you have any questions or are experiencing issues, please **contact the McCusker Centre team** emailing internships@mccuskercentre.uwa.edu.au or calling 08 6488 7553.