



Writing a strong Innovation internship advertisement

When you write an internship advertisement for students, it's important to ensure that you present your opportunity in a way that is both appealing and easy to understand.

These examples are here to help you understand the information needed to create an internship listing on CareerHub and should be used as a guide.

You will need to enter this information into the opportunities form on CareerHub to create your final listing.

To make an appealing internship listing, it is recommended to highlight potential learning experiences and career development opportunities the internship will offer. BCII students have reported this is the most important thing they are looking for in internship listings!

Need more guidance? Contact the Transdisciplinary School Partnerships team:
TDSchoolPartnerships@uts.edu.au

Introduction

Position Title

Job ads that use industry standard titles or discipline-specific, or organisation name are more likely to be seen and engaged with by students. Avoid jargon or vague titles, like:

- Internship
- Part-time Opportunity at XYZ
- Paid Job Available

While the title 'internship' may be clear in your organisation, for students searching for innovation-centric internships, it may not be clear. **For a BCII internship, it MUST include 'BCII'**. Examples of effective titles:

- Strategy & Innovation internship (BCII)
- BCII Paid Innovation internship at XYZ
- Creative Project Coordinator (BCII)

Summary

The summary is one of the most important parts of the ad as this is visible to students prior clicking the advertisement. This is your opportunity to sell the role and should make your ideal candidate think, *"this sounds like me!"*

Aim for 2-3 sentences (up to 300 characters) to entice students to click on the full advertisement.

Description

For an effective description, ensure to include:

1. Tasks and Responsibilities
2. Selection Criteria
3. Benefits to Students

Introduce the role and how it has become available (optional). For example:

- New role
- Growth in team
- Secured a large client
- Want to give back to university
- Interested in fresh new talent

Tasks and Responsibilities

This is where you list the tasks and duties the student will be undertaking. Key things to consider:

- The more detail you provide here, the better
- Use dot points – we suggest 4-5 for most impact

When recruiting a BCII intern for Innovation Internship A or Innovation Internship B, it's important to ensure that the tasks and responsibilities **align to the student learning outcomes of the degree** (i.e. not – generating sales, made up of entirely admin work or making coffee).

Contact the TD Partnerships team for dearer insight into the subject learning outcomes.

Selection Criteria

This is your opportunity to list the attributes you are looking for in your ideal candidate.

Focus on **skills that will help them succeed** in the role, rather than requesting a specific degree. For example, rather than requesting for a Science/BCII student, keep it open to BCII! The right candidate could come from any core degree.

Benefits to Students

Highlight the benefits of the job that would be most attractive. It's not the place to list tasks or responsibilities. Get the students excited! Examples:

- Opportunities for progression
- Interesting projects and clients
- Amazing location
- Networking and exposure opportunities
- Professional/mentor development

NOTE: If an internship is unpaid, this section is mandatory, as students should be receiving the main benefit from the internship.

Salary

Job ads that state the salary statistically receive more applications than those that don't. Although you may not want to disclose the specific amount, we **do require all paid opportunities** to be at/above the current national minimum wage which can be found on the Fair Work Australia website.

Final things to consider

Employment Type

How many weeks and days per week do you expect the student to commit to?

With the Innovation Internship A and Innovation Internship B, students need to complete a total of **105 hours** if unpaid, as part of subject requirements.

Closing Date

Ensure that the students have enough time to apply for your internship opportunity – suggest leaving then open for at least 3 weeks rather than just 1 week.

For both Innovation Internship A/B, students will begin looking for these opportunities within the last month of the semester before their internship is meant to start.

Application Procedures

Tell the student how you would like to receive their applications (e.g. email, via website link), and which application documents you would like to receive (i.e. resume, cover letter etc.). Don't forget to include a **clear contact**.

Know your audience

Bear in mind that you are targeting students. Keep the language simple (no jargon!) and 'years of experience' to a minimum.

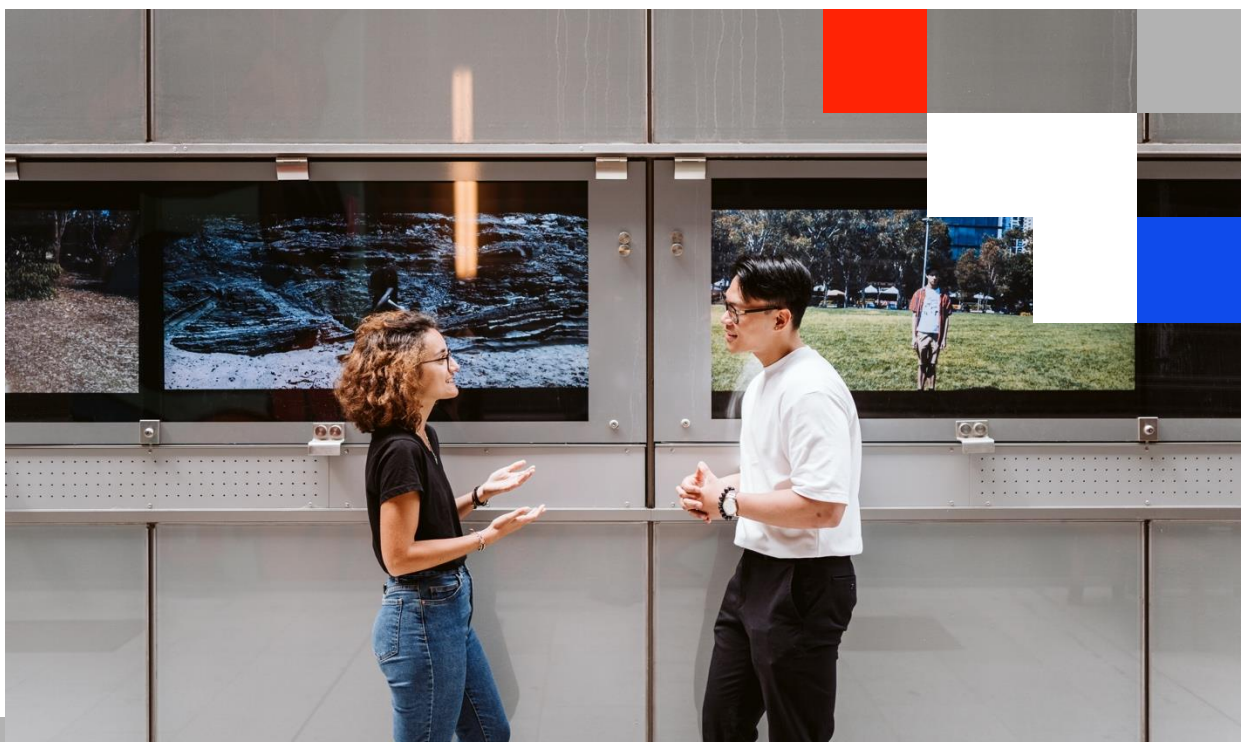
Additional resources for BCII internship hosts:

[Recruiting a TD School intern](#)

[Requirements for host organisations](#)

[Preparing to host an intern](#)

[Supporting learning during a BCII internship](#)



Example One

Paid Internship

Research Innovation Internship

UTS TD School is shaking up education and research through transdisciplinary innovation. We are currently seeking curious and innovative interns to work alongside senior academics and staff to review our current strategic goals and create pathways for future development.

Interns will be offered career coaching with senior TD School staff and be invited to events to grow their professional network.

As an innovation intern your duties will include:

- Reviewing existing research and identifying possible intervention points.
- Attending strategic meetings, taking notes and providing insights when needed.
- Interviewing and assisting workshop facilitation.
- Collaborating with academic and executive staff to compile a report for the Advisory Board.

The ideal candidate will have:

- Strong verbal and written communication skills
- Ability to translate complex information and concepts for different audiences
- Active listening skills
- Collaborative and creative approach to problem solving
- Interest or experience in education sector

Ideally internships will run for 5 weeks (105 hours) with interns working 2 days a week from home and 1 day a week from UTS campus. We can offer flexibility of days and hours for the right candidates.

Please note that any successful candidate will be required to sign a confidentiality deed before they start.

We are keen for Bachelor of Creative Intelligence and Innovation students from all disciplinary backgrounds to apply and bring their skills to help us explore new approaches for our transdisciplinary work. This internship will give you a window into strategic planning and provide you with tools and training to help you communicate with impact.

Please apply directly on UTS CareerHub, and relay all questions to Corina (TDSchool@uts.edu.au).

Example Two

Paid Internship

Transformation Project Co-Ordinator (BCII)

We're a strategic design and innovation consultancy. We help clients grow through:

- Innovation strategy & frameworks
- Service, experience & product design
- Organisational design & capability building

Our work ranges from long-term innovation strategies to coaching in-house teams, strategic service design, and troubleshooting new product ideas.

Who You Are

You're in your penultimate or final-year —ideally with some experience working with clients or an in-house strategy team. More importantly, you're reliable, curious, strategic, and a strong communicator. This is a 3 day part-time PAID role.

What You'll Be Doing:

1. Helping to Plan and Run Innovation Projects

- Assist in managing the end-to-end design process, working with designers to create visualisations and prototypes that bring ideas to life.
- Actively participate in front-line project activities, including consumer-facing research and idea generation with client teams.
- Coordinate internal and external resources required to deliver projects.
- Assist with producing content for various project stages, including qualitative research and ideation.

2. Client Management Support

- Orchestrate inspiring client experiences by identifying ways to elevate interactions, such as scouting unique workshop spaces, themed catering, and guest speakers.
- Support project leads in producing proposals and presentations.

What You Get

- Hands-on experience in a continuous part-time role with a competitive remuneration package. We offer flexible work arrangements to ensure you're able to complete your remaining BCII subjects.

Please apply even if you don't meet all the requirements – we are eager to hire a BCII student regardless of core degree!

Apply by 30 May with your cover letter and updated resume.

Example Three

Unpaid Internship

Mental Health Innovation Internship

We are a purpose-driven mental health organisation dedicated to empowering young people through peer-to-peer programs and workshops. Our mission is to break the stigma around mental health and foster supportive communities. Over the past five years, we've developed a storytelling app that helps young people (15-30) share their experiences and build a mentally healthier world.

This internship offers students the chance to research innovative mental health education strategies for university communities.

Benefits:

- Hands-on experience in mental health education innovation.
- Networking with industry professionals
- Collaboration with university stakeholders
- Skill development in leadership, communication, and problem-solving

Responsibilities:

- Researching best practices in university mental health education.
- Exploring digital approaches to engagement
- Gathering insights from students and university staff.
- Designing tailored mental health education strategies
- Contributing to team discussions, workshops, and training.

Who We're Looking For:

- Passion for mental health advocacy
- Strong communication and collaboration skills
- Creativity and problem-solving abilities
- Adaptability and eagerness to learn
- Currently completing the BCII degree

Ultimately, we care about young people and want to create a world that listens to and learns from them... so if this gets you excited, we want to hear from you!

Format: Hybrid – working 2 days a week for a total of 105 hours as per the Innovation internship course requirements. We are flexible with your course commitments and timetable.

Requirement: Working with Children Check (WWCC)

Example Four

Unpaid Internship

Strategic Innovation Internship

Join a high-performing business that backs talented individuals! Recognised as a top employer on 2024 LinkedIn Top Companies.

We are seeking a creative and pragmatic intern to join our Strategic Projects team over the summer!

In this intern role, you will:

- Work within the Innovation team focused on defining and developing innovative solutions to deliver value for our customers and business stakeholders.
- Work across a broad range of stakeholders, including external partners, internal business and working groups.
- Use research and data analysis in the design, prioritisation and delivery of product iterations, enhancements and fixes.
- Complete business and customer analysis, evolving our customer understanding and profile, ensuring we are taking on a customer-centric approach.

As an intern, you will have the opportunity to engage in impactful short-term projects that will provide you with a glimpse of professional real-world experience. You'll gain practical skills through on-the-job learning and develop a deeper understanding of your career interests.

Minimum Qualifications:

- Currently enrolled in their penultimate year (all BCII degrees welcomed!)
- Excellent written and verbal communication skills.
- Comfortable with data collection and synthesis of that data.
- Competent operation skills with the ability to define process improvements.
- Ability to work cross-functionally with multiple teams and stakeholders.

Applications occur on a rolling basis – please apply early.

Format: Hybrid – working 2 days a week in office and 1 day WFH. Travel and food stipend allowance is provided for days you are to travel. We are a flexible team and are open to other working arrangements, ensuring your 105 hours are fulfilled.