MIP On-Campus Internship Job Description Template

Please provide a job description, scope of work, and details for the MIP intern position within your student support department or academic program. Upon receiving your MIP Mentor Interest & Agreement form, the MIP Coordinators will contact you about next steps as well as post your MIP internship position to Handshake SDCCD Job Board where interested students will be able to review & apply. MIP Campus Mentors will receive email notifications of applications from Handshake via email to conduct your hiring process.

Questions? Please email MIP Coordinators for more information:
Pavel Consuegra - pconsuegra@sdccd.edu or Shawn Fawcett - sfawcett@sdccd.edu

NOTE: MIP Mentors must review applicants, interview, and hire your MIP Intern(s) by designated deadline to be consider to participate in the desired semester MIP Cohort. MIP Internships typically range from 12-16 weeks depending upon term, eligibility, & placement. The majority of MIP students will enroll in a 12-week Work Experience (WORK 270) course running 9/21-12/21/26. Please notify the MIP Co-Leads if you would like the internship to extend for the full 16-week semester.

ELIGIBILITY: MIP Campus Mentors will need to reapply and provide a new job description for each on-campus MIP internship each semester to participate.

Internship Description:

MIP Mentor Name:_____

MIP Mentor Email:_____

Internship Title:_____

Mesa / SDCCD Department:_____

Department Overview / Mission:

Job Description - Provide details that you are looking for in an ideal MIP intern:

Work Roles / Tasks:

-
-
-
-

Desired Qualifications:

-
-
-
-

How many students do you expect to hire for this position?_____

Required documents (Highlight all that apply)

- Resume
- Cover Letter
- Transcript
- Other Document (e.g. work sample, course schedule, or other misc documents)

Preferred Major(s) / Field of Study (Optional):_____

Additional Information to Share about MIP Internship (Optional):

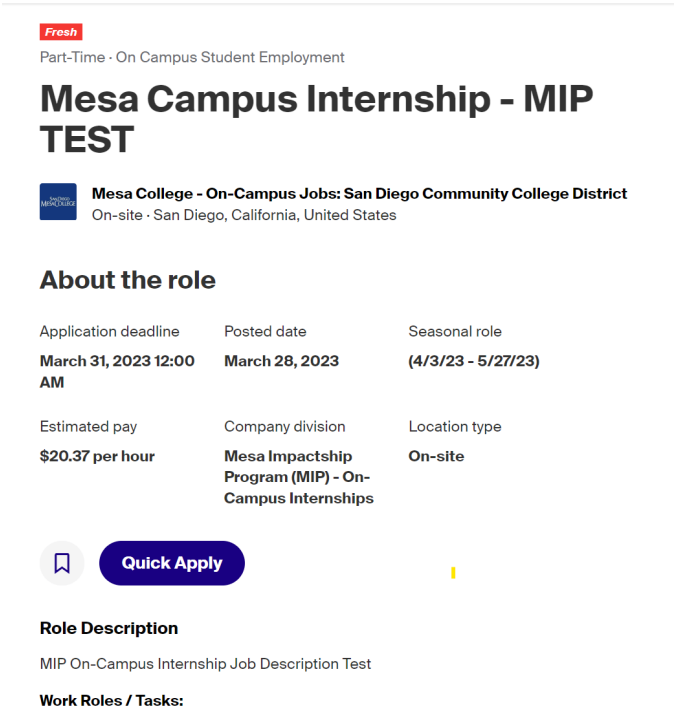
MIP Internship Overview (Added to each MIP Internship Posting):

This internship is unpaid-for college credit. Hired applicants will receive a **one-time $1000 payment** for completion of work and MIP Program.

Program Duration: 9/21/26- 12/21/26 - 54 hours (Dates adjusted per term)

***ELIGIBILITY NOTE:** *Applicants and hired candidate(s) must participate in the Mesa Impactship Program (MIP) and enroll in a minimum of a 1-unit Work Experience course - WORK 270. Learn more about MIP here. Questions? Please contact the MIP Team at MesaImpactship@sdccd.edu.*

MIP students will view a MIP on-campus internship in Handshake similar to this example:



Fresh

Part-Time · On Campus Student Employment

Mesa Campus Internship - MIP TEST

Mesa College - On-Campus Jobs: San Diego Community College District
On-site · San Diego, California, United States

About the role

Application deadline	Posted date	Seasonal role
March 31, 2023 12:00 AM	**March 28, 2023**	**(4/3/23 - 5/27/23)**

Estimated pay	Company division	Location type
$20.37 per hour	**Mesa Impactship Program (MIP) - On-Campus Internships**	**On-site**

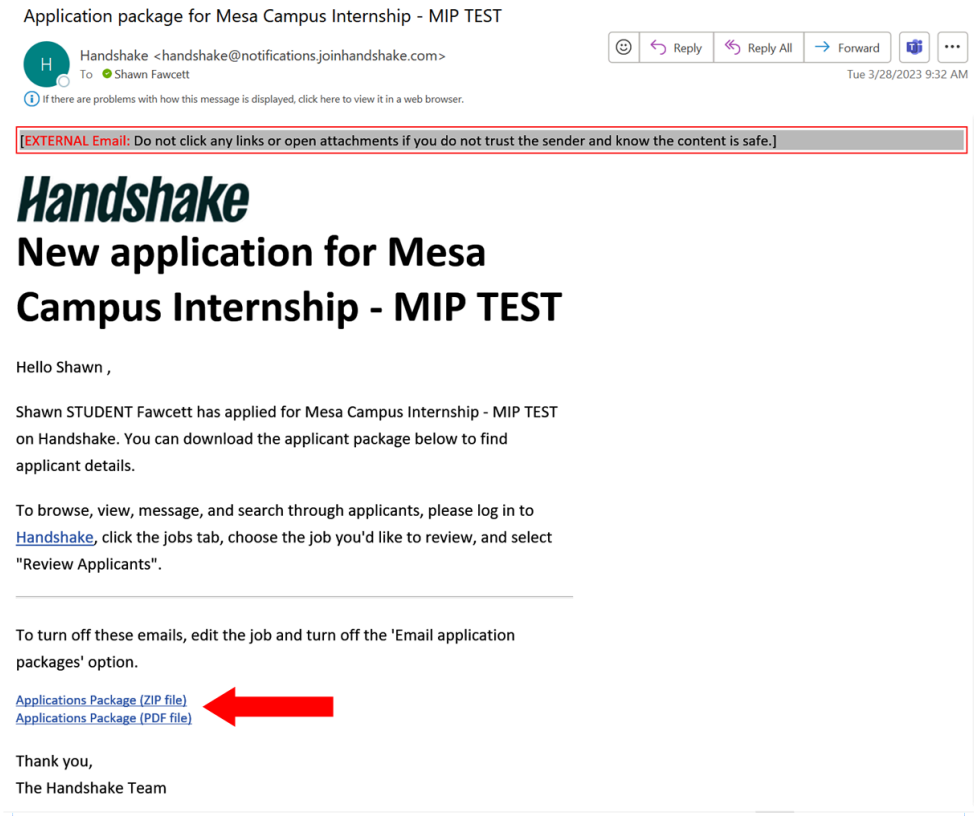
Quick Apply

Role Description

MIP On-Campus Internship Job Description Test

Work Roles / Tasks:

Interested MIP students will apply via Handshake and MIP Campus Mentors will receive an email notification of applications (ie: resumes, cover letters, etc.) to review and conduct the hiring process.



Application package for Mesa Campus Internship - MIP TEST

Handshake <handshake@notifications.joinhandshake.com>
To Shawn Fawcett

Reply | Reply All | Forward

Tue 3/28/2023 9:32 AM

If there are problems with how this message is displayed, click here to view it in a web browser.

[EXTERNAL Email: Do not click any links or open attachments if you do not trust the sender and know the content is safe.]

Handshake

New application for Mesa Campus Internship - MIP TEST

Hello Shawn ,

Shawn STUDENT Fawcett has applied for Mesa Campus Internship - MIP TEST on Handshake. You can download the applicant package below to find applicant details.

To browse, view, message, and search through applicants, please log in to Handshake, click the jobs tab, choose the job you'd like to review, and select "Review Applicants".

To turn off these emails, edit the job and turn off the 'Email application packages' option.

Applications Package (ZIP file)
Applications Package (PDF file)

Thank you,
The Handshake Team