Template for creating a Job Description at https://smith.queensu.ca/recruiting/post-a-job.php

Notes:
- Ensure ‘Job Type’ field is set to “Internship – Mitacs BSI”

Job Description template:

Number of months: Insert 4 months, 5 months or 6 months
Commitment: Insert full-time (i.e. 35 hours/ week) or part-time (*add estimated # hours/week)
Student level: Insert ‘Graduate student’, ‘Post-doctoral student’, ‘Undergraduate student’ or any combination of the three options
Anticipated start date: Insert anticipated start date
Student compensation:
- $10,000 student stipend for undergraduate students – 4 month internship
- $13,500 student stipend for graduate students or post-doctoral students – 4 month internship
- If you wish to extend the internship from 4 months to 5 or 6 months, please note this here and adjust the student stipend amount by an incremental $2500 per month extension

Your organization - Description of your organization (1 paragraph):
Add some key relevent details about what your firm does, link to website, who its clients are, a link to your careers site, etc.

Project details – What is the focus of the innovation project you would like the Intern to work on with your organization (1-2 paragraphs):
Describe the project you wish the intern to lead while working with your firm and the team they would be working for within your organization. The projects should be an innovation related, touching on any of the aspects of strategy, marketing, finance, operations, analytics, and more. This makes it easier for the students to determine if their experience and interests align with the opportunity.

Skills - Key skills needed by the ideal applicant:
List the key skills and experience desired by the successful candidate for the Mitacs BSI.

Required academic experience:
Add the academic target audience (i.e. open to all students, undergraduate students, graduate, PhD, etc.) you wish to hire. If you wish to hire from a specific program, please add this detail here too.

Hiring process – Describe your hiring process for this role:
Provide a brief overview of what students can expect through the hiring process, including the details you wish they send to you, number of interviews, estimated time until you make a hiring decision, etc. This helps set expectations for students through the process.