

Sample Internship Tasks

Faculty of Business & Law

Work Integrated Learning, Partnerships & Engagement

For further information please contact us via email bl-wil@deakin.edu.au or telephone 03 5227 8619.



The following is a non-exhaustive list of discipline specific tasks students can undertake while undertaking an internship. It's intended to be used as a guide only.

ACCOUNTING AND FINANCE

- Compile financial reports
- Reconcile bank accounts and credit card accounts
- Prepare monthly financial statements
- Prepare annual tax returns
- Analyse accounting procedures and advise on compliance
- Assist with budget processes and forecasts

FINANCIAL PLANNING

- Review client's financial needs and objectives
- Develop a tailored financial plan
- Provide information on other related products, such as insurance, retirement plans and estate planning
- Assist with client applications for various services
- File management and administration
- Recommend appropriate insurance coverage

MARKETING AND BUSINESS DEVELOPMENT

- Develop a strategic marketing plan
- Collect data and conduct market research
- Event management and planning
- Develop a marketing and communications plan
- Set up social media pages and updates
- Research competitors and analyse market position

HUMAN RESOURCES

- Triage enquiries and provide the first point of contact
- New employee on boarding process
- Maintenance of files and ensure compliance
- Assist with shortlisting and recruitment
- Review current HR policies

PROPERTY AND REAL ESTATE

- Assist in property management tasks
- Screen lease applications
- Assist inspections and open houses
- Complete condition and vacate reports
- Perform market appraisals for rental properties
- Reception and customer enquiries

SUPPLY CHAIN MANAGEMENT

- Manage supplier relationships and provide support with quality, capacity, and new products
- Monitor inventory levels and forecasting stock
- Assist logistic management processes
- Develop processes for storage, picking and packing
- Customer service with various stakeholders

INFORMATION SYSTEMS/BUSINESS ANALYTICS

- Develop and enhance website and mobile platforms including CRM systems, email integration and SMS
- Develop and review information management systems (eg: customer data)
- Streamline digital processes
- Marketing analytics and advice
- Basic troubleshooting and support services

ECONOMICS

- Conduct research into market activity, monitor trends, and analyse data
- Identify sources of market inefficiency and opportunities
- Provide advice and develop new products and services
- Conduct in-depth analysis of current and future economic trends to advise on budgeting, profitability, and risk management