



Member Advocacy Task Force Internship Statement

In support of its mission to represent and promote the profession of registrars and collections specialists, ARCS recognizes the importance of providing equitable career opportunities within the profession. Because internships provide vital opportunities to hosting organizations, students and young professionals, ARCS strongly encourages institutions to provide compensated internship opportunities. Providing compensation to interns will increase accessibility of these opportunities, enable a more diverse group of individuals to enter this workforce, and will support the advancement of the profession.

“ARCS supports its members in strongly encouraging their institutions to provide compensated internship opportunities”

ARCS supports internships with the following criteria:

- Build employability through learning opportunities that develop professional skills and enlarge industry networks.
- Encourage achievable outcomes with well defined duties and reasonable responsibilities, commensurate with the goal of building a foundation for an ongoing career.
- Support work schedules that allow for existing educational commitments. Work schedules are for a set number of hours within a defined period of time.
- Meets or exceeds requirements set by the intern’s university for academic credit if applicable.
- Adhere to equal opportunity employment guidelines.
- Compensation is transparent, equitable and corresponds to the assigned duties. If an organization is not able to provide monetary compensation for an intern they should consider other options including, but not limited to:
 - A paid professional membership;
 - Paid attendance for a conference, workshop, symposium and/or other networking opportunity;
 - An honorarium or stipend;
 - Housing and/or transportation stipend

ARCS does not support the use of interns or fellows as substitutes for permanent or part-time salaried positions. If such a role is needed, an appropriate hire should be sought and adequately compensated.

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