Internship Position Description

Organization Name __________________________________________________________
Contact Person __________________________ Title _____________________________
Phone _____________________ Fax ______________________ E-mail __________________
Address

Internship Data
Job Title: ________________________________________________________________
Job Location: _____________________________________________________________
Business Description:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Job Description (may attach an Internship Syllabus):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Compensation: ____________________________________________________________
Job Period (Fall, Spring, Summer): _____________________________________________
Special Requirements (language, computer skills, etc.):
________________________________________________________________________
________________________________________________________________________

Application Procedure

Materials Required:
Which application materials would you like the student to supply?
_______ Special Application (please send us a supply of your applications)
_______ Personal Resume
_______ Letter of Interest
_______ Transcript (unofficial)
_______ Letter(s) of Recommendation (How many? __)

Selection Process:
_____ Initial interviews will be on campus (Please contact the Internship Program Coordinator to
    arrange on-campus interviews).

_____ Initial interviews will be off campus at our office.

Revised 5/15/09
Internship Program