

## Intern Posting for Employers

### Company Information

1. Organization:
2. Contact Name:
3. Contact email:
4. Contact phone:
5. Street address:
6. City:
7. State:
8. Zip:
9. Country:
10. Website address:

### Internship Information

11. Job function: (select one)

- Accounting
- Finance
- HR
- Information systems
- Marketing
- Project management

12. How students will apply: (select one)

- Email to contact
- Post email online for contact to retrieve
- Call contact
- Other \_\_\_\_\_

13. Position description:

14. Posting date:

15. Posting Expiration date:

16.  Paid: \$\_\_\_\_\_  Unpaid

17. Desired start date:

18. Duration: (select all semesters that apply)  Fall  Spring  Summer

19. Approx. hours per week:

20. Percent of time spent on travel:

21. Required qualifications:

22. Desired majors:

23. Desired work authorization (Is US citizenship required?):

24. Desired class level (Select one. We require at least junior status.):

a. junior or senior

b. senior only

25. Minimum GPA required \_\_\_\_ (We require GPA of at least 2.5)

26. Internship location (City/State):