



# Job Description Guidelines

Company/Organization: \_\_\_\_\_

Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

Your E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Title of Internship: \_\_\_\_\_

Duties and Responsibilities of Intern:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Reporting To (Marketing, PR, Accounting, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Position Requirements (classes taken, skills student needs):

\_\_\_\_\_  
\_\_\_\_\_

Number of Hours per week (standard is 15-20): \_\_\_\_\_

Is this position paid?  Yes  No  
If yes, how much are you willing to pay? \_\_\_\_\_

Date you would like the internship to start: \_\_\_\_\_

Anticipated End Date (how long do you expect to have the intern with you?): \_\_\_\_\_

How will the supervisor assist the intern (provide guidance)?

\_\_\_\_\_  
\_\_\_\_\_