



Internship Position Description

To be filled out by the employer.

This position will remain open until the Career Center is notified that it has been filled. When your position has been filled, please call the Career Services at (850) 474-2254 to close the posting.

Position Title _____ Today's Date: _____

Company/Agency Name: _____

Department and Location: _____

Supervisor: _____ Phone: _____

Mailing Address: _____

E-Mail: _____

Duties/Responsibilities: Please describe activities and functional areas where the student may be employed.

What can the student expect to learn from this experience?

What type of orientation and training will be provided by the employer?

What special equipment will be available to the student?

Qualifications

Required Desired

- Major _____ Year in school _____
- Computer skills (please describe) _____

- Other skills _____
- Other knowledge _____

Start Date: _____

End Date: _____

Hours per week: _____

Preferred Schedule Time

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Compensation:

- Hourly Wages \$ _____
- Stipend \$ _____
- Tuition Grant/Scholarship \$ _____
- Commission \$ _____
- Non-paid
- Other (please explain) _____

Other details: _____

Please mail or fax this form to:

Marketing & Economics Department
11000 University Parkway, Pensacola, FL 32514
Phone: 850-474-2652 FAX: 850-474-3069