INTERNERSHIP POSITION DESCRIPTION
Department of Finance and Economics
Texas State University

ORGANIZATION/COMPANY NAME: ________________________________

ADDRESS: ___________________________________________________

CITY: _____________________________ STATE: __________ ZIP: __________

CONTACT PERSON: ______________________ TITLE: ____________________

PHONE: _______________ FAX: _______________ Email: ____________________

INTERNERSHIP JOB TITLE(S):

INTERN JOB DESCRIPTION (Give consideration to job, diversity of job activities, increasing job responsibilities etc.)

INTERNERSHIP JOB LOCATION: ________________________________

MINIMUM QUALIFICATIONS: ____________________________________

TRAINING PROVIDED BY ORGANIZATION/COMPANY: __________________________

COMPENSATION, if any: ____________________________________________

SCHEDULE/TIME REQUIREMENTS: ____________________________________

INTERN NEEDED: Year_____ ___FALL ___SPRING ___SUMMER

APPLICATION MATERIALS NEEDED: ___RESUME ___COVER LETTER

___OTHER: ______________________________________________________

ON CAMPUS INTERVIEW REQUESTED: ___YES ___NO

COMMENTS: