INTERNSHIP POSITION DESCRIPTION
Department of Finance and Economics
Texas State University-San Marcos

ORGANIZATION/COMPANY NAME: __________________________________________________________
ADDRESS: ___________________________________________________________________________________
CITY: ________________________________________STATE: ________________ZIP: ___________________
CONTACT PERSON: ____________________________________________TITLE: ______________________
PHONE: _____________________ FAX: _______________________  Email:____________________________

INTERNSHIP JOB TITLE(S):

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

INTERNSHIP 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: