

INTERNSHIP POSITION DESCRIPTION
Department of Finance and Economics
Texas State University

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: