



Internship Posting Form

The School of Business Administration offers a free internship posting service for all employers interested in Portland State undergraduate and graduate business students. Feel free to send us your internship postings year round. Because our programs include both full and part-time formats, many of our students are able to work in an internship position throughout the academic year, as well as during the summer.

- Summer internships are typically full-time placements, though part-time opportunities are welcome. At Portland State, summer begins in late June with fall classes starting again in late September.
- Academic year internships (September – June) are typically part-time, approximately 10-15 hours per week and can range from a couple of weeks to several months in duration.

Undergraduate Internships

We send internship announcements via email to undergraduate business students in the following programs: Accounting; Advertising Management & Marketing; Finance; Food Industry & Retail Management; Management & Human Resource Management; Real Estate; and Supply & Logistics Management.

All interns should be mentored, trained and supervised as appropriate to the position. They should be primarily doing work that is developmental in nature, i.e., a learning experience for them. Routine and repetitive work, such as answering phones or database entry, should comprise 25% or less of their time. If your paid position has a larger component of routine and repetitive work, then we can list it as a student job instead of as an internship.

Unpaid internships for “for-profit” companies will be approved of on a case-by-case basis to ensure they comply with the federal [Fair Labor Standards Act](#). Here are the general requirements:

- Unpaid interns should work no more than 10 - 15 hours per week.
- You must require the student to show you proof that they are earning academic credit. To earn credit in the School of Business Administration (SBA), a student must be a junior or senior admitted to the School of Business Administration. This is for both their protection and yours, because of insurance (health and liability) and minimum wage issues. If students are involved in fundraising, warm or cold calling or sales, they must be paid an hourly wage and credit will not be available.
- After a one term training period, any continuing internship would need to convert to a paid position.

If you have questions about undergraduate internships, like typical compensation by major or how to set up qualifications and requirements, please contact Becky Einolf at beckye@pdx.edu.

Graduate Internships

We post internship positions for students in the following graduate business programs: Master of Business Administration (MBA); Master of International Management (MIM); Master of Science in Financial Analysis (MSFA); Master of Real Estate Development (MRED); and The Healthcare MBA. Graduate internships are posted online for students to search. We will post your internship until the specified close date; or for two weeks if no date is specified. You will receive an automated email reminding you when the internship posting is about to expire so that you will have the opportunity to renew.

All internships must provide graduate-level work experience. Most of the internships for graduate business students are paid. Unpaid internships are typically only allowed for non-profit organizations. Unpaid internships for “for-profit” companies will be approved of on a case-by-case basis to ensure they comply with the federal [Fair Labor Standards Act](#).

If you have questions, contact the Graduate Career Management Team at gradcareers@sba.pdx.edu.

PSU Career Center

There is another employer resource on campus, the PSU Career Center. The Career Center works with all majors and all years and maintains a web-based jobs and internships bulletin board. The employer relations contact for internships is Jeanne Ellis at jmellis@pdx.edu. Information about posting a position through the Career Center is available [online](#).

Employer:

Employer Website:

Location:

Contact Name:

Contact Email:

Position Title:

Post for: ☐ Undergraduate Students

☐ Graduate Students

Position Description:

Qualifications:

Please indicate if applicants must possess the permanent right to work in the US:

☐ Yes

☐ No

Hours per Week:

Wage / Compensation:

Application Instructions:

Post Date:

Close Date (Application Deadline):

Anticipated Start Date:

Anticipated End Date:

Additional Information:

Please return this completed form to:

- [Becky Einolf](#) (if you want this internship posted for undergraduate business students)
- [Graduate Career Management Team](#) (if you want this internship posted for graduate business students)
- [Becky Einolf and the Graduate Career Management Team](#) (if you want this internship posted for both groups)