



Career Development Center

Intern Recruitment Form

Many Pacific University students are interested in internships. Students are looking for opportunities to explore connections between their majors and professions, develop skills to gain a competitive industry edge, and to get their foot in the door!

What areas of your organization could benefit from an intern?

☐ Accounting ☐ Administration ☐ Advertising ☐ Customer Service
☐ Development ☐ Finance ☐ Fundraising ☐ HR ☐ Management
☐ Marketing ☐ Operations ☐ Public Relations ☐ Sales ☐ Technology
☐ Web Design ☐ Other: _____

Get the process going by creating an internship description with the following elements.

Internship focus/title: _____

Hours / Week: _____ Compensation: _____

Closing Date: _____ Start Date: _____ End Date: _____

Description of duties:

Required qualifications:

Preferred qualifications:

Benefits:

Application procedure:

Name of your Organization _____

Contact Person _____

Telephone _____ E-mail _____

Thank you for your time and interest!

Submit this form to the Career Development Center via careerdc@pacificu.edu,

2043 College Way • U.C. A-152 • Forest Grove, OR • 97116

Or visit our internship posting web site at www.careercenterjobs.org