

College of Business Administration

From Kent, The World.

Internship Posting Template

Internship Host:	Company / Organization Name				
Location:	Address - City, State, Zip				
Job Title:	Title of Internship				
Reports to:	Name and / or Title		Salary/Wage:	Rate per Hour or Stipend / Bonus Amount	
Anticipated Start Date:		Month/Day/Year	Hours per Week and	Duration:	# of Hours and length of internship
# of Positions:	1		Travel Required:	Y/N	

General Description of Experience

Please use this space to provide a statement describing the duties, responsibilities, most important contributions and outcomes for the position listed above. Include information regarding special projects, reporting structure and duration.

Experience Requirements

Class standing:

GPA:

Major:

Skill set requirements

Competencies (including level of proficiency needed):

Type of person that succeeds in this type of position (list characteristics):

Security clearance, Confidentiality Agreement, or Licensing required (Y/N):

Experience Details

Is Start Date flexible? (Y/N):

Hours of normal business operation (e.g. M-F, 8a-5p):

Is an Organization Orientation Required? (Y/N):

Orientation Date / Time / Location:

Company Information

Briefly describe company, including information on the specific division and/or business unit for the Experience, website, etc.

Describe Corporate Culture

Briefly describe the environment (e.g. fast-paced, frequency of overtime, etc.):

Application Process

How should students apply:

We prefer to have students apply through the Experience.com Job & Internship Board, but we can work with you to assist you in the collection of resumes/cover letters. Please let us know your preference for accepting applications.

Statement

Would you like the below statement to be added to your posting?

Y/N:

{Name of organization} is an EQUAL OPPORTUNITY, ADA EMPLOYER and a SUBSTANCE-FREE WORKPLACE

If you would like the statement added, should we indicate your organization is:

Equal Opportunity Y/N:
An ADA Employer Y/N:
A Substance-Free Workplace Y/N:

EMPLOYER INFORMATION (REQUIRED) – FOR DATABASE ONLY - WILL NOT BE PUBLISHED TO STUDENTS					
EMPLOYER ADDRESS:	LOCATION ADDRESS (if different than main):				
MAIN PHONE:	MAIN FAX:				
CONTACT NAME:	CONTACT TITLE:				
CONTACT EMAIL:	CONTACT PHONE:				

The College of Business Administration
Career Services Office
P.O. Box 5190 ● Kent, Ohio 44242-0001