



## Internship Position Description

*This position will remain open until the Career Center is notified that it has been filled. When your position has been filled please call Career Services at (850) 474-2254 to close the posting.*

Position Title: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Company/Agency Name: \_\_\_\_\_

Department and Location \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Duties /Responsibilities: Please describe activities and functional areas where the student may be employed.

What can the student expect to learn from this experience?

What type of orientation and training will be provided by the employer?

What special equipment will be available to the student?

**Qualifications**

Required    Desired

- Major \_\_\_\_\_ Year in school \_\_\_\_\_
- Computer skills (please describe) \_\_\_\_\_
- Other skills \_\_\_\_\_
- Other knowledge \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Hours per Week: \_\_\_\_\_

Preferred Schedule	Time
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

**Compensation**

- Hourly Wages \$ \_\_\_\_\_
- Stipend \$ \_\_\_\_\_
- Tuition Grant/Scholarship \$ \_\_\_\_\_
- Commission \$ \_\_\_\_\_
- Non-paid
- Other (please explain) \_\_\_\_\_

Other details: \_\_\_\_\_  
 \_\_\_\_\_

**Please mail or fax this form to:  
 Career Services**

11000 University Parkway, Pensacola, FL 32514-5750  
 phone: 850-474-2254    FAX: 850-473-7255    e-mail: [career@uwf.edu](mailto:career@uwf.edu)    <http://uwf.edu/career>  
**CAREER SERVICES...Not just for seniors!.**