



Position Description
Internship Title and Date/Semester of Program

State Agency Coordinator Name or Recruiter Phone Number	
State Agency and Department/Division	
Work Location: Street Address Phone Number	
Estimated Internship Start Date and End Date, Days of Week, # Hours per Week Pay (if Paid)	
Projects and Duties Description (How will the intern help your agency?)	<p>Samples:</p> <ul style="list-style-type: none"> • Assist more experienced employees with projects. • Complete short-term assignments where hiring an additional employee is not permissible. • Assist during peak periods of work. • Act as technical assistants on research teams – conducting literature searches, routine testing, sampling, mathematical calculations and flow
Internship Minimum Qualifications Needed: (Knowledge, skills,	
Preferred Fields of Study (i.e., Finance, Business/Public Administration)	
Designated Contact:	Name and Title: Street Address: City/State/Zipcode Phone Number: Email Address:

****Agencies should give a copy of this position description he interviewing intern and/or faculty advisor. Agencies may want to use this document for focusing on work to be done or evaluation of student.**