



ACADEMIC INTERNSHIP PROGRAM
Job Description

This form is provided for employer convenience. Alternately, this information may be submitted in Handshake via mustangshire.org or with URL of company web posting.

Company/Organization:	Location:
Hiring Manager/Supervisor:	Contact Email:
Contact Phone:	Contact Mailing Address:
Web Address:	Position Title:
Paid or Unpaid:	Rate of pay (if applicable):
Student to be hired (if already known):	Method of application (if still soliciting applications):

Essential responsibilities and duties (listing most important first):

Essential job requirements (such as education, experience, required skills, preferred skills, and/or physical requirements):

Limitations and Disclaimer: The above job description is meant to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

Name of Person Completing Form:	Title:
Signature:	Date:

Office use only:	Course:	Professor Signature of Approval:	Date:
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Campus Contact:
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