

INTERNSHIP POSITION DESCRIPTION

VILLA JULIE COLLEGE

Date received: _____

ORGANIZATION _____

FALL _____

WINTER _____

POSITION TITLE _____

SPRING _____

SUMMER _____

GENERAL JOB DESCRIPTION/RESPONSIBILITIES _____

REQUIREMENTS

1. Area of Study: _____

2. Federal Form SF171 Required YES NO
U.S. Citizenship Required YES NO

3. Academic year preferred JUNIOR SENIOR NO PREFERENCE

SCHEDULE

SPECIFIC DAYS _____ HOURS/WEEK _____

START DATE/END DATE _____

WILL THE STUDENT BE CONSIDERED FOR PERMANENT EMPLOYMENT? YES NO

NUMBER OF POSITIONS AVAILABLE _____

CONTACT NAME/TITLE _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE: _____ FAX: _____ E-MAIL: _____

SUPERVISOR'S NAME/POSITION _____

DEPARTMENT _____

JOB LOCATION _____

SPECIAL INFORMATION _____

HOW DID YOU HEAR ABOUT VILLA JULIE'S CO-OP PROGRAM? _____

MIMIMUM COURSES/SKILLS REQUIRED

TRAINING PROVIDED **YES** **NO**

If yes, please specify:

EMPLOYER PROFILE (Check all that apply)

_____ **Large (501 or more)**
_____ **Medium (101-500)**
_____ **Small (less than 100)**

_____ **Private Sector-For Profit**
_____ **Private Sector-Not for Profit**
_____ **Public Governmental Agency**

DESCRIPTION OF YOUR ORGANIZATION ACTIVITIES/PRODUCTS

WEBSITE ADDRESS: _____

FAX OR MAIL COMPLETED JOB DESCRIPTIONS TO:

CAREER HQ
Attn: Jennifer L. Koster
Director, Cooperative Education
Villa Julie College
1525 Greenspring Valley Road
Stevenson, Maryland 21153
Ph: (410) 602-6700
Fax: (410) 602-6704
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