

Colorado State University-Pueblo

Internship Position Request

*Please complete this form and return to Career Center, michelle.gjerde@csupueblo.edu, (719) 549-2980 or FAX 719-549-2289

Employer: _____ Request Date: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____ Website: _____
Contact: _____ Title: _____ Phone: _____

Position Title: _____ No. of positions: _____
Supervisor Name: _____ Site Location: _____
Work schedule: Full-time _____ Part-time _____ Minimum* Hours per week _____
Fall Semester _____ Spring Semester _____ Summer _____
Start date _____ End date: _____
(mo/day/yr.) (mo/day/yr)

For Credit: _____ Non-Credit: _____ Both: _____
Paid: _____ Unpaid: _____ Pay rate per hour: _____

*STUDENTS: Each department has minimum hour requirements that may vary from the employer's needs. Please check with your department advisors for specific credit hour requirements.

Application Instructions: _____
On-line Application Address: _____

Targeted Major(s): _____
Education Level (Sophomore, Junior, Senior): _____
Minimum GPA: _____

Organization Profile

Describe the nature of your business, mission or vision statement.

Position Description

Describe the nature of the position and duties.

Leadership Component

Opportunity for leadership role(s) (Ex: Take lead on an assignment, leadership role with a project, offer input or influence organization in some way, affect change. How would this component be evaluated for success?)

Specific Skills/Coursework Required

Describe minimum coursework you want students to have completed before internship.

Computer Skills/Applications Required

List any specific requirements needed to perform job.

Additional Qualifications

List any additional education, skills, or physical requirements needed to perform job.

Special Notes:

Any additional notes you would like to make regarding the position.