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.