



2008 INTERN JOB DESCRIPTION

INSTRUCTIONS: Please use a separate form for each intern you are requesting. This form will be copied and provided to your intern.

Placement Organization: _____ Completed by: _____

Title of internship position: _____

Briefly describe the tasks, projects and work that the intern will be responsible for.

What specific skills or experience does this position require? Please be specific.

How does this position meet the goals of the program?

What are the schedule requirements for this position? Please be specific.

How will the intern be oriented to the organization and the position?

Please note any mandatory orientations or training that the intern needs to be informed about.