

Intern Position Announcement Form

1. Provide the information below and submit the form to Amy Peters at USU Eastern.
2. For assistance you may contact Amy Peters or Lyndsay Reid.

<p>Amy Peters Phone: 435-613-5225 for schedule an appointment call 435-613-5440 E-mail: amy.peters@usu.edu Center for Workforce Development (CWD)</p>	<p>Lyndsay Reid Phone: 435-613-5311 for schedule an appointment call 435-613-5207 E-mail: lyndsay.reid@usu.edu Jennifer Leavitt Student Center (JLSC)</p>
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3. Fill in the requested information below, this will be used to Advertise and Post to USU Eastern's On-line Job Board and/or Career Aggie.

<u>Employer Name:</u>	
<u>Intern Job Title:</u>	
<u>Intern Job Closing Date:</u> (mm/dd/yyyy)	
<u>Salary/Wage:</u> <i>(Indicate if the wage is per hour, per month, annual, etc.)</i>	
<u>Intern Job Description:</u>	
<u>Minimum Qualifications:</u>	
<u>Major(s) or Study Emphasis Desired</u>	
<u>Apply</u>	<p><u>Submit your resume and the Internship Application to USU Eastern Intern Director, Amy Peters, amy.peters@usu.edu, located in the Center for Workforce Development (CWD) building.</u></p> <p><u>Download the Internship Application from:</u> http://usueastern.edu/cwd/internship/students.html</p>

4. The following information will be used by our USU Eastern Intern Program to help ensure we are providing the best customer service for your company's needs and to ensure accurate posting of the position.

<u>Would you like to interview potential intern applicants?</u>	
<u>Submitter's Name:</u>	
<u>Submitter's Contact E-mail Address:</u>	
<u>Submitter's Contact Phone Number:</u>	
<u>Business Website Address:</u>	
<u>Mailing Address:</u>	
<u>Street or Location of Business Address:</u> put "same" if it matches your mailing address	
<u>Employer ID#</u>	
<u>Employer Industry</u>	
<u>What type of Student Classification are you looking for:</u> <i>Circle one that best fits your intern position after you review the Student Employment Job Classification (see guide for more details), this will provide us a screening guideline for applicants</i>	<i>Student Worker I—Unskilled/Trainee Level Student Worker II—Semi-skilled Level Student Worker III—Skilled Level Student Worker IV—Highly Skilled Level Student Worker V—Exceptionally Skilled Level</i>
<u>Your Semester Preference for an Intern Rate 1-3 (1 being most desired)</u>	<u>Fall Spring Summer</u>
<u>NOTE:</u>	<u>Semesters:</u> <i>Fall—End of August through mid-December Spring—January through 1st part of May Summer—May through August</i>

CWD Office Use Only:

Date	Complete the following...	Status
	<i>Set Up Career Aggie Acct for Employer</i>	
	<i>Posted Intern Position to Career Aggie</i>	
	<i>Requested Position to be placed on Job Board</i>	
	<i>Electronic file has been saved in box</i>	