

Position Description Template

ORGANIZATION, TITLE OF POSITION, LOCATION, DATE(S)

Description of Organization, URL

INTERNSHIP OR JOB OPPORTUNITY

Description of major duties and opportunities during experience, approximate hours per week and duration of experience. Clarify whether students will be supported should they choose to receive academic internship credit for the experience

QUALIFICATIONS

See examples below, add or change wherever necessary:

- Sophomore, Junior or Senior with strong academic record
- Strong research and analytical abilities, ability to extend knowledge and skills to the topic at hand and to conceptualize and frame relevant questions
- Evidence of effectiveness working independently, demonstrated self-starter
- Learns quickly
- Ability to interact well with all kinds of people

COMPENSATION

Paid, unpaid, stipend, etc.

APPLICATION MATERIALS

See example below, add or change wherever necessary:

Cover letter Name & contact information of Reference(s)
Resume Application (*if you have an existing form, it can be directly uploaded to the system*)
Unofficial Transcript

APPLICATION DEADLINE AND PROCESS

Deadline to apply, process to apply (e.g. Ole Career Central, by email, etc.)

The Piper Center staff members can assist with determining and finalizing this process

CONTACT

Name, title, address, email and phone for organization's rep

If you are a St. Olaf alum, please include your class year.