|  |
| --- |
| **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.*

**Qualifications***See examples below, add or change as 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.
\*Note that students may have the option to apply for an internship grant award to cover expenses associated with an unpaid or underpaid internship. Please see website for deadlines:*<https://wp.stolaf.edu/pipercenter/funding-resources/summer2020internshipfunding/>

 **Application Materials***See possible requirements below, add or change as 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. by email, via Handshake, go to website, etc.), who to contact, etc.*

**Contact***Name, title, address, email and phone for organization’s representative that will receive applications.
If you are a St. Olaf alum, please include your class year.*

**Additional Information to Consider for Receiving Applications:**

* For positions that will be managed through Handshake, do you want to receive application documents each time a student applies or do you prefer to receive one complete application bundle when the position expires? (You can also request both.) The default option will be one complete bundle. If the Piper Center is posting the position for you, please share your preference with us.
* Application documents will be sent automatically by the Handshake system to your email inbox. You may wish to make sure these emails are not routing to your spam folder.
* Consider which documents are really necessary for you to consider candidates. Positions that have the fewest requirements often receive the most candidates.