|  |
| --- |
| **Piper Center for Vocation and Career 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:
http://wp.stolaf.edu/pipercenter/internship-funding/*

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