****

**Summer Internship Program**

**May 26, 2020 - August 7, 2020**

**External Employer**

**Job Description Template**

**Employer:**

**Intern’s Supervisor:**

**Supervisor’s Phone Number:       Email Address:**

**Assignment Address:**

**Job Category (Select up to 2):**  **(Click for Arrow Down)**  (**Click for Arrow Down)**

**Work Schedule/Hours:**

**Internship Duration:** Choose an item. **(Click for Arrow Down)**

**Internship Dates (Start/End):** /

**Company Profile:** (e.g., in one or two sentences, describe your business)

**Job Responsibilities:** (e.g. functions and/or projects)

*
*
*
*

**Required Qualifications:** (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

*
*
*

**Preferred Qualifications:** (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

*
*
*