**INSERT COMPANY LOGO (if you have one)**

**EMPLOYER NAME**

Job Title

**Company Description:**

* Please supply a brief write-up of the company and what it is that you do

**Learning Outcomes:**

* Please supply a couple of bullet points, describing what this opportunity will provide the intern and what skills the student or students will gain over this time period

**Job Requirements:**

* Please insert anywhere between 5 – 10 day-to-day tasks that the intern will be required to perform

**Time Period of Internship:**

* Please supply the time period that this internship will run
  + For example, Fall Semester (Sept/Oct – Dec), Spring Semester (Jan/Feb – April), Summer (June – August)

**Number of Hours per Week:**

* Please supply the number of hours the intern will be required to work per week
  + Please note, for the Fall & Spring semester(s), this number cannot exceed 20 hours per week

**Paid/Unpaid:**

* If paid, please supply the amount the intern will be paid per hour (we do not need to advertise this information to the students if you do not wish, but we do need this information for our own records)
* If unpaid, please provide this information **(if unpaid, the limit of the engagement can only be for a single term – Fall, Spring OR Summer)**

**Class Years Seeking:**

* Please supply the class years you are willing to accept applications from:
  + Choices are: Freshman, Sophomores, Juniors, Seniors, Grad Students or Alumni

**Majors/Programs Seeking:**

* Please supply the majors you are willing to accept applications from:
  + You can only select specific majors or programs from this list:   
    <https://www.sacredheart.edu/majors--programs/>

**Method of Application:**

* Please provide an email address you would like students to send their resume to, or an external link you would like students to apply through
* You can also instead chose for Career Development to do an initial resume collect for you to select the stronger applicants to provide less volume. If you would like that option, please say so in this section.