

Jobs & Internships for College Students: Each fall and spring, the St. Cloud Chamber and Greater St. Cloud Development Corp. are helping college students find local jobs and internships during the school year and summer. Both organizations will promote this need before the start of a new semester and collect openings until the start of the semester. These lists are then shared with St. Cloud State University and St. Cloud Technical & Community College, who spread the word to their students. Thank you for helping us provide jobs and internships to our next generation of business leaders! **Send all info to: Slmdieke@StCloudAreaChamber.com**

For the businesses that want to partner with us to provide jobs and internships to college students, here is the info we need to know from them:

1. Company name
2. Type of job/job position title or type of internship
3. Hours per week (can be full or part time)
4. Any specifics on hours - morning, day, night shifts? Weekends? Holidays?
5. A direct contact at the business who the students can get in touch with to apply or answer questions.
6. Any other requirements? – required skills, trainings needed, certifications needed, abilities needed (able to carry weight, walk/stand certain hours, etc.)

Sample Job/Internship Openings

Company name	Address	City, State, Zip	Direct Contact (to apply or ask questions)	Phone	Email	Internship type/related major	Job position title/type of job	Hours per week (FT or PT)
Sample Company	PO Box 000	St. Cloud, MN, 56301	Bill Smith - HR director	(000) 000-0000	bill.smith@example.com	Special Events Intern	N/A	20 hours/week
Sample Company	PO Box 000	St. Cloud, MN, 56301	Bill Smith - HR director	(000) 000-0000	bill.smith@example.com	N/A	Front Desk Receptionist	20 hours/week

Specific hours (morning, day, night shifts? Weekends? Holidays?)	Any skill/certificates requirements?	Any physical requirements?	When would it start? AND end?	Company willing to grant time off/leave of absence (for summer vacation/holidays)	OPTIONAL: Tasks/Duties	OPTIONAL: Any additional benefits?
flexible	Communication Majors preferred	Ability to walk, bend, and carry 15 lbs. for extended periods of time	Start 2/1/19 End 6/1/19	N/A	Assist with special events planning and promotion	College credit optional
Mornings before noon, M-F	1 year customer service experience preferred	N/A	Start 2/15/19 End 8/15/19	Accrue 4 hours sick leave and vacation time per 80 hours worked	Answer calls, maintain office calendar; in charge of re-stocking supplies	\$12.75/hour pay; free CPR/AED/First-Aid training; potential to continue working throughout the school year