

St. Cloud Area Chamber of Commerce Student Summer Internship Program

(Position Description and duty examples can be found at UniteForSuccess.com)

Return form to Kelti Lorence

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INTERN POSITION DESCRIPTION

You are welcome to fill out descriptions for as many positions as your company has. All we ask is that you ensure you have 80-hours' worth of work per position! Please provide as much information as possible. These descriptions will be posted on our website for students to view during the application process.

Position Title: _____ Start Date: _____

Organization: _____ End Date: _____

Department: _____

Work Schedule: _____

Number of Openings: _____ Hours per Week: _____

Business or Company Profile: _____

Position Summary

Position Description/Duties:

Intern Qualifications:

Special Position Instructions:

Please list here any special qualifications, trainings, or background checks the student may need to complete before or during their internship. We understand your organization may have certain rules due to patient confidentiality or workplace environment. Also list intern expectations, or additional notes that will be helpful for students to know while applying.

To provide the best experience possible for both the intern and their mentor, please provide an idea of how much time the mentor will be able to devote to their intern:

We understand you are busy! While all interns need devoted time, some students are more advanced in their experiences than others. To help improve our placement process, provide an idea of how hands-on your intern mentor can be. Please be aware that some students may have learning and/or mental disabilities.

Are you on the MTC bus line? Yes No