

SAMPLE JOB DESCRIPTION

POSITION TITLE:

DEPARTMENT:

SUPERVISOR:

POSITION SUMMARY: Overview of position description: Who does this position report to or other departments' student will be interacting with

POSITION RESPONSIBILITIES: Major area of responsibility such as: developing, creating, editing, assisting

QUALIFICATIONS: Education and experience, CSU undergraduate or graduate student, Good academic standing, GPA, areas of relevant study

REQUIRED KNOWLEDGE SKILLS AND ABILITIES: Knowledge of specific fields, technical or languages skills

LEARNING OBJECTIVES: What will the student be able to do as a result of this internship?

DAYS/TIMES NEEDED: Hours per week

SALARY: Typically a wage of \$10-15 an hour depending on field and degree status

POSTING DATES:

ADDITIONAL DOCUMENTS REQUIRED TO APPLY: Resume, cover letter, writing sample

HOW TO APPLY: