



## ALP Intern Job Description Summer/Post Grad

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**SUPERVISOR CONTACT INFORMATION:**

Name of Organization: \_\_\_\_\_

Name & Position of Supervisor responsible for Intern: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

**POSITION INFORMATION:** (If more room is needed, continue answer on a separate page.)

1. Position Title: \_\_\_\_\_

2. Internship Description (Department & Duties):

3. What will the Intern(s) learn while performing these duties?

4. Skills and/ or experience that would be necessary or helpful for intern to have: (include software, project mgt., etc.)

5. Desired Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

6. The average number of hours you wish the intern to work per week will be: \_\_\_\_\_

7. Is a car required?  No  Yes Mileage paid?  No  Yes (Amount: \_\_\_\_\_)

8. Will any funding be provided by host direct to intern?  Yes  No

If yes, amount = \$\_\_\_\_\_ per:  hour  week  month  full project (please check one)

Other Amenities provided? (food, lodging, transportation, etc.): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_