

## Internship Position Description

This form will be made available to students. If you have questions or need clarification, please contact Tiffani Martin at [tmartin15@ccis.edu](mailto:tmartin15@ccis.edu) or 573-875-4564.

**Position Title:** Click here to enter text.

**Organization:** Click here to enter text.

**Address:** Click here to enter text.

**City:** Click here to enter text.      **St.** Click here to enter text.      **Zip:** Click here to enter text.

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**Supervisor's Name:** Click here to enter text.

**Title:** Click here to enter text.

**Phone:** Click here to enter text.

**Email:** Click here to enter text.

**Website:** Click here to enter text.

**Majors Desired (find degrees available here: [www.ccis.edu/academics/](http://www.ccis.edu/academics/)):**

Click here to enter text.

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**Time Preference:**    Part-time (8 – 20)    Full-time (20+)

**Schedule:**    Mon    Tues    Wed    Thu    Fri    Sat    Sun

**Start - End Date:** Click here to enter a date. **to** Click here to enter a date.

**Compensation\*:**    Paid    Unpaid

Description of Compensation: Click here to enter text.

**Job/Project Description (use separate sheet if necessary):**

Click here to enter text.

**Experience/Skills Desired:**

Click here to enter text.

**Application materials needed:**

Cover Letter       Resume       References

Other: Click here to enter text.

Application Deadline: Click here to enter a date. or  Open until filled

\*If your organization is a for-profit business and you will not be providing compensation we recommend that you familiarize yourself with the Fair Labor Standards Act specifically as it relates to Internships.\*

<https://www.dol.gov/whd/regs/compliance/whdfs71.htm>