Intern Recruitment Form

Many Pacific University students are interested in internships. Students are looking for opportunities to explore connections between their majors and professions, develop skills to gain a competitive industry edge, and to get their foot in the door!

What areas of your organization could benefit from an intern?

- Accounting
- Administration
- Advertising
- Customer Service
- Development
- Finance
- Fundraising
- HR
- Management
- Marketing
- Operations
- Public Relations
- Sales
- Technology
- Web Design
- Other:

Get the process going by creating an internship description with the following elements.

Internship focus/title: ____________________________________________________________

Hours / Week:___________________________ Compensation:________________________

Closing Date: _______________ Start Date:_____________ End Date:_____________

Description of duties:

Required qualifications:

Preferred qualifications:

Benefits:

Application procedure:

Name of your Organization ________________________________________________________

Contact Person ________________________________________________________________

Telephone __________________________ E-mail ________________________________

Thank you for your time and interest!

Submit this form to the Career Development Center via careerdc@pacificu.edu,

2043 College Way • U.C. A-152 • Forest Grove, OR • 97116

Or visit our internship posting web site at www.careercenterjobs.org