



Corporate Internship Job Description Form

To have your corporate paid internship opportunity posted on the Alamo Colleges internship board, please fill in the details required on this form. Please note that only positions that are paid "internships," providing training related to the student's field of study and accommodates the student's academic calendar, will be posted.

Company Name and Address (indicate if internship is at another address)
Company Mission, Products/Services and Clientele
Summary of Position
The Internship
1. Indicate skill development/mentoring the intern will receive
2. List primary responsibilities (4 minimum)
3. Describe any special project that could be assigned
Qualifications
1. Academic Field of Study (Major) Preferred Number of college hours completed GPA required
2. List hard skills necessary to perform the work
3. List soft skill necessary to be successful in the workplace
4. List hard skills and experience desired
Specifics
1. Hours per week
2. Work days and hours
3. Pay rate per hour
Application Instructions
1. If an application is required, where is it accessed?
2. Indicate what documents must be included to apply (such as a cover letter, resume, writing sample, portfolio, proof of enrollment, or unofficial transcript)

Email this document to mtrevino114@alamo.edu along with a high-resolution copy of your company logo.