



**Andreas School of Business
Career Placement & Alumni Relations Center**

INTERNSHIP EMPLOYER CONTACT & REQUEST FORM

- Complete all sections and attach a job description
- Use a separate form for each position (copy this form as often as needed)

EMPLOYER INFORMATION

Contact Person: _____ Title: _____
Supervisor/Mentor
Organization: _____ Phone: _____
Address: _____ Fax: _____
City: _____ State: _____ Zip Code: _____ E-Mail Address: _____
Number of Employees: _____ Web Address: _____

VACANCY

- Positions will be advertised based on the information you provide in the following sections
- Please contact this office when the position has been filled or you no longer want the position advertised

Position Title: _____
_____ F/T Internship _____ P/T Internship

Number of Vacancies: _____ Rate of Pay: _____/hour/month/semester
Starting Date: _____ Application Deadline: _____ Ending Date: _____
(If Applicable)

Location of Assignment (if other than above address): _____

STUDENT QUALIFICATIONS

Major(s) Preferred: _____
Special Courses: _____ GPA Requirement (if any): _____
Status: ___ US Citizen ___ Permanent Resident ___ International Student

INTERVIEW PREFERENCE

Interview at Work Site: _____ On Campus Interview: _____

- Please email or fax this form and a Position Description to: **Betsy Sias-Richards, Director**

**Barry University
Andreas School of Business
Career Placement & Alumni Relations Center
esias@mail.barry.edu
305-899-3524**