

Office of Career Services
Washington & Jefferson College
60 S. Lincoln Street
Washington, Pennsylvania 15301-4801
(p) 724.229.5126 (f) 724.250.3410
careerservices@washjeff.edu

INTERNSHIP INFORMATION FORM

Name of Organization: _____

Primary contact person/title: _____

Web address: _____

Address: _____

Phone number: _____

E-mail address: _____

Fax: _____

Are you an alumna or alumnus of W&J College? YES NO

If yes, what year did you graduate? _____

Description of Organization: _____

Title of Internship position (ex: Accounting or Social Services Intern): _____

Majors Preferred: _____

Hours/Days intern needed: _____

Description of intern's responsibilities/requirements of candidates: _____

Compensation: Paid Unpaid Negotiable

If this is a paid internship, please provide wage if able to disclose: _____

Duration of Internship: Fall Spring Summer

Please e-mail or fax completed form back to:

Career Services

Fax: 724.250.3410

E-mail: careerservices@washjeff.edu

Thank you for posting your internship opportunity with W&J!