Andreas School of Business
Career Placement & Alumni Relations Center

INTERNSHIP EMPLOYER CONTACT 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 Richards, Director

Barry University
Andreas School of Business
Career Placement & Alumni Relations Center
erichards@mail.barry.edu
305-899-3282 (Fax)
305-899-3524 (Phone)