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)