



A written position description must be submitted for each North Seattle College internship. This form may be completed by the employer if no other position description is available. The information supplied on this or any similar form is used by the internship faculty for internal program quality purposes only. Questions should be directed to the SHINE Center Director at: 206.934.7006 or [kristine.schroeder@seattlecolleges.edu](mailto:kristine.schroeder@seattlecolleges.edu)

Has your organization sponsored an intern from North Seattle College previously? \_\_\_\_\_ If so, when? \_\_\_\_\_

Company/Agency Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Contact Person (first/last name & title): \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Internship Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Position Type: \_\_\_ Paid Internship\_\_\_ Unpaid Internship\* \_\_\_ Volunteer Opportunity (non-profits only)

Position Title: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Name of Current Student Intern: \_\_\_\_\_

Position Description (*include specific projects, tasks, goals, days/hours*): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Minimum Requirements: \_\_\_\_\_

\_\_\_\_\_

Potential Learning Outcomes for Student: \_\_\_\_\_

\_\_\_\_\_

Description of on-the-job supervision: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*All internships must comply with Department of Labor wage and workplace standards. Unpaid internships have more specific compliance criteria. DOL requirements are listed on the WA State Labor & Industries website.

**Non-Discrimination Policy:** Organizations posting internships and recruiting through North Seattle College certify that they are equal opportunity employers, offering opportunities without regard to race, ethnicity, color, religion, creed, national origin, sexual orientation, gender, age, marital status, or disability. The College reserves the right of refusal to employers/agencies who do not meet these conditions.